



Elva Maria Esparza



Motivated, bilingual veteran. Confident and poised in interactions with individuals at all levels. Work ethic projects professionalism, adaptability, organization, and attention to detail. Tenaciously utilizes strengths in negotiating and mediating. Serves as a key contributor to the prosperity of a business. **Leadership methodology:** Lead by example.

Skills

- ◆ Adobe Creative Cloud
- ◆ eCommunications Platforms: *MailChimp, Vertical Response and Constant Contact*
- ◆ Microsoft Office Products: *Excel, Outlook, Publisher, Access, Word and PowerPoint*
- ◆ Tax & Accounting Software: *QuickBooks and Drake*

Experience

Concrete Rose Studios, LLC., June 2019–Present

Founder

- Helping small businesses and individuals flourish through innovative and mission-driven marketing, events and training
- Web design, domain, DNS & MX support, brand and digital strategy consulting, content writing and social media management
- Plan corporate, nonprofit and private events
- Conduct training workshops and orate

Aurora Area Interfaith Food Pantry, Feb 2018–Dec 2019

Executive Development Associate

- Manage accounts payables, receivables, month end accounting, maintaining expense categories for budget management and audit reporting to include income and expense testing selections
- Create forms, design flyers, media and publications for use in multiple communication vehicles and webmaster
- Construct a strategic fundraising plan and present monthly and quarterly KPI and analytics at Governing and Advisory Board meetings

Collins & Associates, CPAs, Jan 2017–Feb 2018

Firm Manager

- Monitor and record DOW dividend yields and stock prices
- Administer payroll using ADP
- Sales Tax returns, Payroll returns, IDES reporting, Annual, Quarterly or Monthly Accounting depending on the corporation

Education

- Illinois State University (*Prerequisites*)
- QuickBooks Online and Desktop Certified
- Inherited IRAs and Senior Needs Planning
- Quartermaster School, Fort Lee, VA
- U.S. Army Combat Training Fort Jackson, SC
- Aurora East High School, Aurora, IL

Military Service & Merits

- Honorably discharged from the U.S. Army in December of 2016 (*4 year contract as a 92 Yankee - Unit Supply Specialist*)
- Active duty promotion within first three months of enlisting
- Advanced Individual Training Honor Graduate
- Board of Directors bonus and recognition (*exceeded annual benefit revenue by \$45,000 under heavier workload*)
- Post Tax Season Bonus and Promotion (*received payments on 80% of accounts and remained under budget*)