

**Rafael Jauregui**  
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### **Prospective Real Estate Manager**

Business Administration student with a concentration in Finance and a focus in Real Estate Development. Strengths include strong understanding of financial statements, ability to calculate the time value of money and strong work ethic. Successful communicator and team leader, other relevant skills and coursework include:

- QuickBooks online certification
- California Real Estate license #02012606
- Proficient in handling financial transactions
- High standards of confidentiality
- Bilingual in Spanish and English
- Developing and maintaining recordkeeping systems
- Proficient in Tableau
- 2019 Treasurer of ALPFA CSUS Chapter
- Proficient in: Microsoft Word, PowerPoint, Excel, Outlook and Access

### **Education**

#### **Bachelor of Science, Business Administration (Finance Concentration, Real Estate track)**

*Graduation Date– May 2020*

California State University, Sacramento – Sacramento, CA

Related Coursework: Legal Environment of Business, Economics, Accounting, Human Resources Management, Financial Analysis, Real Estate Finance

#### **Recipient of California Homebuilding Foundation Scholarship**

#### **Associates Degree in Business Administration**

*December 2017*

Butte College, Oroville, CA

### **Work Experience**

#### **Accounting Administrator, ACW Consulting – Sacramento, CA**      *February 2019-Present*

- Organize client tax files for filing
- Track expenses, checks, deposits and transactions for proper bookkeeping, using Quickbooks online.

#### **Administrative Clerk, Sacramento State – Sacramento, CA**      *August 2018 – May 2019*

- Address student inquiries regarding Business Administration Degree application, upcoming events and common concerns
- Assist students in scheduling meetings with counselors, handle office emails, update files and records using Microsoft Access and Excel

#### **Fin 142, Real Estate Finance rent vs buy project**      *August 2018 – December 2018*

- Conducted an analysis to determine whether to rent or buy a property
- Calculated the total costs of each option including: depreciation, taxes, maintenance costs, and commission expenses
- Calculated IRR of each option and made my recommendation based on these factors

