

Elena Gilbert

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EDUCATION

DePaul University, Driehaus College of Business

Chicago, IL

Full title of degree- Majors/Minors

Expected Graduation - June 2028

- **Cumulative GPA:** 3.8/4.0
- **Awards & Honors:** Strobel Honors Program, Driehaus College of Business Scholarship, Dean's list (all quarters), Dean's Award for Scholastic Excellence (2024 & 2026).
- **Relevant Coursework:** Accounting Analytics, Accounting Information Systems, Financial Reporting I, II & III.
- **CPA Eligible:** June 2028

WORK EXPERIENCE

Deloitte

Chicago, IL

Incoming Accounting Intern

Expected start date June 2027

DePaul University

Chicago, IL

Career Center Assistant

August 2026 - Present

- Manage front-desk operations for the university Career Center, handling student inquiries, appointment scheduling, and employer communication.
- Coordinate logistics for career fairs and employer panels using Excel to track attendee registration, employer sign-ups, and event timelines for gatherings of 100+ attendees.
- Support successful execution of 5+ campus recruiting events per quarter, contributing to a 15% increase in student attendance and improving employer satisfaction feedback.

KPMG Case Competition

Chicago, IL

Student Participant

April 2025 - May 2025

- Partnered with a team of 4 students to conduct a financial and risk analysis for a mid-sized regional bank as part of a KPMG-sponsored case competition.
- Evaluated the bank's financial statements and credit risk exposure, building a financial model to assess key liquidity and leverage ratios, cash flow trends, and loan portfolio vulnerabilities, then developed a risk-mitigation and capital reserve strategy.
- Presented findings and a risk management strategy to a panel of KPMG professionals, projecting a 10% reduction in default risk exposure and placing as a top-3 finalist out of 15 competing teams.

IRS VITA Program

Chicago, IL

Tax Preparer

January 2025 - March 2025

- Earned IRS VITA/TCE Certification and prepared federal and state tax returns for low-income clients in the community.
- Applied knowledge of W-2, Schedule C, 1099, and 1040 forms to accurately complete individual tax filings in compliance with IRS guidelines.
- Completed 30+ tax returns during the filing season with a 100% accuracy rate on quality review, helping clients collectively secure over \$15,000 in refunds.

LEADERSHIP EXPERIENCE

Cultivating Leadership & Economic Opportunities (CLEO)

Chicago, IL

President

start date - Present

- Led and managed an executive board of 5 members, delegating responsibilities and ensuring alignment with organizational goals.
- Directed the planning and execution of member events, coordinating logistics, timelines, and team responsibilities across the semester.
- Grew active membership by 20% year-over-year and achieved a 95% event attendance rate through improved outreach and event planning.

ACADEMIC PROJECTS

Business Analytics

start date - end date

- Conducted cross-functional data analysis using Excel to evaluate performance metrics across marketing, management, and accounting case studies, drawing insights to support business decisions.
- Analyzed large datasets in Excel to identify key challenges across various business areas, utilizing pivot tables, VLOOKUPS, and conditional formatting to uncover trends, detect inefficiencies, and forecast outcomes in real-world scenarios.
- Created tailored policy recommendations for firms addressing current issues, based on evidence and insights drawn from the data.

SKILLS & INTERESTS

Languages: Spanish (fluent).

Technical Skills: Microsoft Applications (Excel, PowerPoint, Outlook Teams), Python, Tableau, AI.

Certifications: IRS VITA Certification, Excel Skills for Business Specialization, QuickBooks Certified User

Activities: DePaul Women in Business, DePaul Real Estate Club, DePaul Accounting Club.

Interests: Baking, Reading, Music, Consulting, Business Strategy, Entrepreneurship.