

Client Name

**Address, City, State
Email Address | Phone Number**

ACCOUNTING PROFESSIONAL

FINANCE SPECIALIST ~ GAAP ~ ACCOUNTS PAYABLE & RECEIVABLE ~ ECONOMICS & FINANCE

- ✓ Intelligent and resourceful Accounting graduate with over 6 year's customer service and customer relations experience.
- ✓ Advanced proficiency in Microsoft Office, Lawson and iWork Applications.
- ✓ Knowledge of all Accounting and Economic Principles (GAAP).
- ✓ General knowledge accounting procedures and practices such as Analyzing and Recording Transactions, Accounting Cycle Completion, Accounts Payable, Accounts Receivable, Ledgers and Special Journals, Cost and Inventory.

EDUCATION / LICENSURE / AFFILIATIONS

Bachelor of Science, Accounting; Major GPA-3.3

Kean University, Union, NJ

Relevant Course Work: Principles of Managerial Accounting, Management of Corporate Finance 1, Business Statistics, Principles of Economics, Quantitative Methods in Management Science, Principles of Accounting 1 and Principles of Accounting 2

Accomplishments: Led a team of volunteers after Hurricane Sandy to help people in my community who lost their homes

PROFESSIONAL EXPERIENCE

ACCOUNTING INTERNSHIP EXPERIENCE

- ✓ Assisted in a multidimensional role as an intern while assisting the company owners with financial procedures using varied Accounting principles.
- ✓ Assisted with general ledger posting, accounting and reporting.
- ✓ Created, posted and printed journal entries in order to document revenues and expenses.
- ✓ Posted invoices using Lawson software.
- ✓ Assisted with the development of monthly statements.
- ✓ Assisted with compiling and reporting inventory and sales reports.
- ✓ Extensive work with spreadsheets; creating and transferring information
- ✓ Assisted with company audit deliverables.
- ✓ Researched and rectified invoice discrepancies.
- ✓ Implemented formulas ensure budget accuracy.
- ✓ Supervised and ordered inventory as necessary.
- ✓ Assisted with Accounts Payable, Accounts Receivable and Depreciation.

CUSTOMER SERVICE EXPERIENCE

- ✓ Excellent oral and written communication and customer relations skills.
- ✓ Experienced in problem-solving and conflict resolution.
- ✓ Responsible for contacting and working with vendors.
- ✓ Ability to multi-task several projects and maintain focus.

WORK HISTORY

Internships

ROBERT WOOD JOHNSON, **Finance Intern** 2012-2013
WEST PENN ALLEGHENY HEALTHCARE SYSTEMS, **Intern** 2012-2012

Work Experience

REVEL ENTERTAINMENT, **Bartender** (Concurrent with School) 2012-Present
SHARK FIN INN, **Bartender** 2006-2012
GARY'S LANDSCAPING, **Lawn Maintenance** 2006-2006
TOMS RIVER BOARD OF EDUCATION, **Print Shop Delivery** 2005-2005
LACY'S ELK LODGE, **Volunteer** 2002-2006