

Name

Street ▫ City, ST Zip

Phone ▫ Email

EDUCATION

ST. JOHN FISHER COLLEGE Rochester, New York

School of Business, AACSB accredited

Bachelor of Science in Accounting, May 2017

GPA 3.38

Minor in Economics

150 hour compliance by May 2018

AWARDS AND SCHOLARSHIPS

PwC Tax Challenge 2015 winner, President's Student Service Award 2014

Bloomer Scholarship Award recipient

EMPLOYMENT

CAMPBELL, ROSIER, CANE CPAS, Rochester, New York

April 2015-Present

Accounting Internship

- Create numerous reports used by Operations Management and the Vice President of Finance in determining where Company needs improvement
- Utilize ADP software to process payroll; review the bi-weekly payroll process.
- Assist in implementing Best Fixed Asset System, to ensure that accurate depreciation of fixed assets is recorded in the financial statements
- Collaborate weekly with site managers to discuss employment verification report
- Develop detailed job reports used in client billing; involved with internal audits of employee timesheets
- Handle Accounts Payable process, ensuring vendors are approved with proper signatures for invoices; assign invoices to correct General Ledger Account
- Responsible for the integrity of our sites job numbers and work done on those sites

WALMART, Henrietta, New York

June-August 2012, 2013

Customer Service Representative

- Managed change drawer and customer film drop-offs and pick-ups within main store
- Filled orders, served customers, handling concerns with tact and efficiency
- Worked flexible hours, filling for absent employees

VOLUNTEER EXPERIENCE/ACTIVITIES

CENTER FOR YOUTH, Volunteer, Rochester, New York

January 2013-Present

- Consolidated several databases into one 'Events' database, to track donations and send out invoices more effectively

ACCOUNTING CLUB, Vice President, Rochester, New York

September 2015-Present

ST. JOHN FISHER TENNIS TEAM, Member, Rochester, New York

September 2014-Present

COMPUTER SKILLS

Best Fixed Asset System, ADP payroll, Microsoft Word, Access, Excel

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EDUCATION

St. John Fisher College, Rochester, NY
School of Business, AACSB accredited
Bachelor of Science, Accounting, May 2015 GPA 3.61
Minor, Management

- 150 hour compliance by May 2016
- PWC Tax Challenge Participant, 2014
- Chase Scholarship recipient

Monroe Community College, Rochester, NY GPA 3.76
Associate of Science, Accounting, May 2013

- Dean's list all semesters

WORK EXPERIENCE

Target, Inc., Rochester, NY Jun- Aug 2015
Sales Tax Intern

- Participated in and developed audit procedures for large retail operation
- Worked with team to improve and update sales tax plan as well as research sales- related tax issues
- Maintained accurate reports and updated manager on all accounting transactions

Hansen Little, CPA, Rochester, NY Dec 2014-Apr 2015
Tax Intern

- Accurately prepared individual income and federal state tax returns
- Gathered pertinent tax information; analyzed and organized documents for clients

George Mayson CPA, Rochester, NY May 2013-Dec 2014
Payroll Tax Intern

- Developed more user friendly procedures for employees to file W-4 forms
- Instructed and trained other employees in following the more complicated procedures
- Initiated and designed team projects to promote the accuracy of the payroll tax system

Wegmans, Rochester, NY Jun-Aug 2011, 2012
Customer Service Representative

- Provided dedicated customer service in busy environment of high class food store
- Efficiently processed payments, deposits, checks, and other transactions at register
- Handled customer concerns professionally, seeking manager when appropriate

ACTIVITIES/AWARDS

Accounting Club, Treasurer 2014-Present
Bethany House, Volunteer 2013-2015
Webster Little League, Coach 2013-2015
Community Service Award 2015

COMPUTER

Microsoft Word, Excel, PowerPoint, Oracle, Pro-Systems, Pascal, and C++

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Address • City, ST Zip • Phone • Email

EDUCATION St. John Fisher College, Rochester, NY
School of Business, AACSB accredited
Bachelor of Science, Accounting, May 2016 GPA: 3.41
150 hour compliance by May 2017

Monroe Community College, Rochester, NY
Associate of Science, Business Administration, May 2014 GPA: 3.86
Dean's List every semester

HONORS Leadership Conference Award winner, St. John Fisher, Fall 2014
Presidential Scholarship Award recipient, 2013-2015
Wegmans Scholarship Award recipient, 2013

EXPERIENCE PAETEC Communications, Fairport, NY September – December 2015
Finance Intern
• Prepared spreadsheets for telecommunications taxes
• Supplied necessary financial information for external audits using queries
• Reconciled expense reports to audit data from payables reports

Wegmans Food Market, Rochester, NY June 2012 – Present
Office Assistant/Customer Service
• Provide focused customer service, handling concerns and inquiries in high end, popular food store while managing phones and exchanges
• Perform various office duties including creating schedules, running cash to cash registers and acting as liaison between management and cashiers
• Responsible for balancing front end cash drawer at end of shift

JcPenny's Department Store, Rochester, NY October 2010 – June 2012
Merchandiser/Customer Assistant
• Assisted customers in all aspects of their shopping experience in large department store, providing in depth knowledge of merchandize
• Handled customer questions and concerns with tact and professionalism

ACTIVITIES Accounting Club, **Member** September 2014 – Present
Monroe Community College Student Life Committee 2012 – 2014
Student Government, **Representative** 2012 – 2014
Relay for Life, **Fundraising Coordinator** September 2013

SKILLS **Computer:** Microsoft Office and some knowledge of Oracle and IMIS databases
Language: Fluent in English and Spanish