Accounting Graduate, MBA

Name | Email Address | Phone Number

# EDUCATION

**STONY BROOK UNIVERSITY**

Master of Business, Concentration in **Accounting,** Expected May 2014

* CPA Track – 150 credit hours completed by May 2014 Bachelor of Arts in **Business,** *GPA 3.4/4.0,* May 2013

# EXPERIENCE

**Volunteer Income Tax Assistance Program (VITA) Volunteer Tax Preparer** Spring 2013

* Provided individualized tax preparation assistance/advice to low-income families as part of essential and recognized VITA community service team
* Recommended tax solutions for families that were consistent with state and federal tax codes and GAAP principles
* Reviewed detailed financial statements, receipts and other relevant documents with the utmost care to ensure the accuracy and integrity of return filings

**Ace Automotive Center**, Cheektowaga, NY

**Accounts Payable & Receivable Intern**, Summer 2012

* Managed all aspects of accounts payable and accounts receivable
* Reduced overdue accounts**,** approximately $30,000, by contacting customers to collect overdue debts and offering repayment options
* Accelerated and improved accounts receivable status by assisting Controller and expediting invoice mailing process for better cash flow

**Whole Foods Markets,** Stony Brook, New York

**Customer Service Associate,** 10/2010 – 05/2012

* Delivered thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans’ positive brand identity
* Teamed with other associates in collaborative manner to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
* Displayed dedication and work ethic by offering to work extra shifts during busy periods
* Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

# ACTIVITIES

**VP of Finance, Alpha Kappa Psi**, Business Honors Fraternity, 09/2011 – 05/2012

* Arranged and coordinated professional presentations for members by alumni from accounting industry areas such as public, private and government

**Accounting Society Member**, 09/2011 – 05/2013

* Attending general body meetings and a variety of events targeted towards students interested in Accounting

**Student Volunteer**, Crossroads Church, Church Food Pantry

# COMPUTER SKILLS

MS Office: Excel, Word, Publisher, PowerPoint, Outlook and Access Accounting Software: MS Dynamics, Great Plains and TurboTax

