

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

