Accounting Undergraduate

# Name

Address, City/Town, State Zip Code, Phone Number - Email Address

***Education***

*Stony Brook University*, Stony Brook, NY

**Master of Business Administration: Accounting Concentration, CPA Track** December 2014

GPA: 3.90 150 Hours Obtained

**Bachelor of Arts in Economics, Minor: Accounting** December 2013

GPA: 3.61 Dean’s List

# Experience

**Accountant**, *La Sala, CPA, P.C*, Port Jefferson, NY August 2013 - Present

* Responsible for 14 entities at a full service accounting firm
* Bookkeeping including monthly maintenance and closure (service and product based)
* Tax preparation experience with Individual (Form 1040), Corporation (Form 1120/S), Trust (Form 1041) and Partnership (Form 1065) returns and schedules
* Produce quarterly and annual payroll forms including 940, 941, NYS-45, W-2 and 1099
* Advise clients and assist in formation of Partnerships and Corporations (including Form 2553, SS-4)
* Developed an effective system of QuickBooks integration for payroll, expense categorization and bill payment that increased time and cost efficiency by 10%

**Campus Representative**, *Roger CPA Review*, Stony Brook, NY December 2013 - Present

* Educate students regarding the content and requirements of the CPA examination
* Create and execute marketing strategies including class presentations, street marketing and distribution of flyers

**Intern Accountant**, *Blackman Plumbing Supply*, Bayport, NY October 2012 – June 2013

* Prepared Bank and Invoice Reconciliations
* Assisted in preparation of Month and Year end closes
* Provided financial statements to upper management for review
* Supported controller and staff accountants with general administrative duties

**Intern Executive Manager**, *College Works Painting*, Sayville, NY November 2011 – October 2012

* Hired, trained and managed an eight- employee branch
* Estimated painting projects and professionally presented them to clients
* Accountable for customer relations, production management and quality control
* Revenues exceeded $80,000, sales closure at 30% (both well above company average)

# Skills

* Computer/Software: Quickbooks, Micron, Account Ability, Logos Church Accounting Software, NYS Board of Elections Electronic Filing System, Microsoft Office (Outlook, Word, Excel, PowerPoint)
* Languages: Fluent in Russian

# Leadership Activities

* + Founding member/ Chair - Career Placement Committee, Accounting Society, Stony Brook University
	+ Treasurer, Alpha Epsilon Pi Fraternity (2011-2014)

