

# Accounting Undergraduate

*Name*

Address, City/Town, State Zip Code,

Phone Number - Email Address

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## ***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

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## ***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)
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## ***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
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## ***Leadership Activities***

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

