

# MBA in Accounting

## *Name*

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

## EDUCATION

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**Stony Brook University**, Stony Brook, NY

**Master of Business Administration: Accounting**

12/2014

**GPA: 3.80** -Dean's List

- On track to sit for CPA exam in December

**Bachelor of Arts: Major: Economics, his Minor: Accounting**

12/2013

**GPA: 3.61** -Dean's List

## EXPERIENCE

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**Tax Relief, CPA, P.C.**, Ronkonkoma, NY

08/2013 - Present

*Public Accountant*

- Maintain 13 entities at a full service accounting firm
- Bookkeeping including monthly maintenance/ closure (service-and product-based)
- Tax preparation experience with Individual (Form 1040), Corporation (Form 1120) and Partnership (Form 1065) returns and schedules
- Advising of clients and assisting 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%

**CPA Prep**, Long Island, NY

12/2013 - Present

*Campus Representative*

- Educate students regarding the content and requirements of the CPA examination
- Plan and execute marketing strategies including class presentations, flyer handouts, and table displays

**ABC Plumbing Supply**, Huntington, NY

10/2012 - 06/2013

*Intern Accountant*

- Prepare bank and invoice reconciliations
- Assist in preparation of month and year end closes
- Provide financial statements to top management for review
- Support controller and staff accountants with general administrative duties

**Painting Long Island**, Bay Shore, NY

11/2011 - 10/2012

*Intern Executive Manager*

- Revenues exceeding \$80,000, sales closure at 30% (both well above company average)
- Hire, train, and manage an eight-employee branch
- Estimate painting projects and professionally present them to clients
- Oversaw customer relations, production management and quality control

## SKILLS

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**Computer:** QuickBooks/ Intuit Pro Advisor, Logos Church Accounting Software, ProSystems Fx Tax, Mincron, BoE EFS, MS Office (Word, Excel, Outlook)

**Language:** Fluent in Russian

## LEADERSHIP & EXTRACURRICULAR ACTIVITIES

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- Treasurer of Alpha Epsilon Pi Fraternity 08/2012- Present
- Fishing, Hunting, Football

