Fast-Track MBA - Accounting Concentration

**Name**

Address | City/Town | State Zip Code | Phone Number | Email Address

**OBJECTIVE**

**EDUCATION**

**EXPERIENCE**

A position in public accounting leveraging analytical, communication, team and leadership skills to enhance effectiveness

**STONY BROOK UNIVERSITY**

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

* Eligible to sit for CPA Exam in December 2014

**STONY BROOK UNIVERSITY**

Bachelor of Arts in Economics**,** May 2013 GPA: 3.41/4.0

**ABC Tax Service**, Rochester, NY

**Tax Intern**, Summer 2012

* Analyzed client financial information to accurately process and file both state and federal tax return filings
* Delivered individualized service by consulting with each client to appropriately assess financial situation and tax filing profile
* Expedited filings through the effective use of IT applications such as TurboTax and Excel

**Stony Brook University Freshmen Residence Halls Resident Advisor**, 09/2010 – 05/2012

* Supervised and monitored all activity and interaction among 120 students residing on two floors of the hall to ensure a pleasant and respectful living environment
* Advised individual students regarding life management issues to foster independence and ease transition to college life
* Mediated conflicts and resolved issues, enforcing policy and disciplinary procedures when necessary to maintain order
* Developed and implemented programming in the hall to promote the use of campus student services and extend the support system for residents

**Wegmans Food Markets, Inc.**, Fairport, New York

**Customer Service Associate,** 10/2009 – 09/2011

* Provided 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
* Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

**COMPUTER SKILLS**

**ACTIVITIES**

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

Member, Accounting Society at Stony Brook University Volunteer, Habitat for Humanity, Monroe County

Volunteer, Local Neighborhood Beautification Project, Stony Brook, NY

