
OBJECTIVE

A position with an accounting firm seeking a meticulous individual with a passion for accounting.

EDUCATION

Central Connecticut State University, New Britain, CT

- Bachelor of Science in Accounting **Expected Graduation Date of December 2009**
- GPA 3.78/4.0 Dean's List
- Relevant Coursework:
 - Advanced Accounting, Auditing, Financial Reporting, Fundamentals of Corporate Taxation, Intro to Income Taxation, Cost Management Systems, Accounting Information Systems, Strategic Management

Santa Fe Community College, Gainesville, FL

- Associate of Arts in Business Administration **May 2001**
- GPA 3.11/4.0

PROFESSIONAL EXPERIENCE

Bank of America East Hartford, CT

June 2007 – Present

Proof Operator

- Process accounting documents, ensuring debits equal credits.
- Perform minor error reconciliations to prevent customer impact.

TheStreet.com Ratings (*Formerly Weiss Ratings, Inc.*) Jupiter, FL

June 2003 – March 2007

Product Management Coordinator

April 2005 – March 2007

- Maintain the quality and consistency of the company's products.
- Proof large amounts of financial data on a daily basis to verify the quality and accuracy of products prior to publication.
 - Compare output directly to annual/quarterly source documents
 - Perform horizontal analysis to detect uncharacteristically large increases/decreases
 - Query database files to ensure that data converted properly
 - Conduct simple random sampling
- Record and report results of tests and follow through on retesting and certification of any programming or model changes.
- Assist in the creation of new products and coordinate bringing new products to market.
- Create custom reports through ad hoc querying and send deliverables directly to customers.
- Work with custom report customers and company programmers to research and resolve any data irregularity, format, or encryption issues.

MEMBERSHIPS & CERTIFICATIONS

- CSPA Pledge
- Completion of the Volunteer Income Tax Assistance (VITA) basic and intermediate exams

COMPUTER SKILLS

- Proficient in Microsoft Excel, Word, Outlook, and basic knowledge of Access, SQL
- Working knowledge of Bloomberg Terminal and Peachtree Accounting Software