

## ***Education***

Central Connecticut State University, New Britain, CT (2006- Present)

- Double Majoring in Accounting and Finance
- Overall Grade Point Average = 3.42
- Delta Mu Delta, National business honor society (2009)
- Accounting Society Treasurer, and Webmaster

Old Saybrook Senior High, Old Saybrook, CT (2002- 2006)

- Graduated with honors, and as a Scholar Athlete
- Concentration of Computer Science / Programming
- Extracurricular activities
  - Varsity Tennis and Varsity Track
    - Outdoor track captain senior year
    - All state in the 4x400 class S, 110M hurdle shoreline champion
  - Stage crew all four years of high school
    - Inducted into the Thespian society

## ***Work Experience***

**Standard Builders Inc.** (2009 – Present)

52 Homes Road, Newington, CT 06111, (860) 594-7143

Accounting Internship (01/2009 - Present)

- Invoice contract and warranty preparation with multiple subcontractors
- Invoice organization, filing, and creation
- Allocating bills for accounts payable, and accounts receivable collections
- In charge of equipment rental billing, tool cost allocation, and related general ledger accounts

**West Marine** (2004 – Present)

940 Boston Post Road, Old Saybrook, CT 06475, (860) 388-7715

Assistant Manager (2006-Present)

- Duties include opening/closing the store, payroll analysis, scheduling, and reporting figures to the district manager.
- Assign employees daily duties, as well as solve customer service issues.
- Maintained accurate inventory counts, adjusting perpetual inventory discrepancies, and reset other stores merchandise to specification.

POS supervisor (2005-2006)

- Trained new associates with the point of sale software, and responsibilities.

Sales Associate (2004-2005)

- Assisted customers with technical boating issues, while maintaining the register.

## ***Skills***

Proficient with -Windows 98, 2000, ME, XP, and Vista, Linux, Ubuntu 8.1, Microsoft Word, Microsoft Excel, Microsoft Power Point, Timberline Accounting Software, Peachtree Accounting Information Systems, and Other Sage Software.