
OBJECTIVE

Seeking an accounting position.

SKILLS

Computer knowledge
Proficient in Decision Tools Suite Software for Microsoft Excel
Enjoy challenges and working with people

EXPERIENCE

Northeast Utilities

May 2008 –
January 2010

Student Analyst, Accounts Payable Department

- Assisted in the completion of monthly balance sheet reconciliations for AP accounts.
- Performed quarterly accrual testing to help ensure invoices were processed and paid for in the proper period.
- Handled a variety of vendor and field contacts regarding invoice status and discrepancy resolutions.
- Performed a variety of complex, sensitive invoice processing/resolution assignments.
- Outstanding Customer Service Recipient, July 2009.

Playmate's Children Center

February 2006 –
January 2008

Afterschool Child daycare

- Assisted children, ages 3 to 11, with homework and projects.
 - Created summer projects on educational topics.
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EDUCATION

Bryant University

2010

Degree: Bachelor of Science in Business Administration, May 2010.

Major: Accounting Minor: Applied Statistics

COMMUNITY MEMBERSHIPS AND ACTIVITIES

Connecticut Society of CPA, Pledge member	2009-Present
Institute Management Accounting, Student member	2009-Present
Massachusetts Society of CPA, Student Pledge member	2010-Present
Certified Statistical Analysis Software Programmer	April 2010
Bryant University Accounting Society	2007-2010
Bryant University Big Sisters Club	2007-2010