

OBJECTIVE

To enhance my educational experience through employment and internship opportunities within the field of Accounting that will further my goal of becoming a Certified Public Accountant.

EDUCATION

2011 University of New Haven

Bachelor of Science in Accounting –GPA 3.575 /4.0 (Expected May 2011)

2008 Housatonic Community College

Associate in Science – General Studies– GPA 3.43 /4.0

RELEVANT COURSES

Principles of Financial Accounting, Principles of Managerial Accounting, Intermediate Accounting I, Cost Accounting, Principles of Finance, Principles of Management, Business Law and Regulatory Environment.

PROFESSIONAL EXPERIENCE

Laufer Real Estate

Fairfield, CT

2005– Present

Office Assistant

Licensed Real Estate Representative

- Maintain regular communication with Attorneys, Clients, and other professional contacts.
- Responsible for scheduling client appointments and Realtor showings.
- Manage administrative bookkeeping responsibilities for a full-service Realtor.
- Lead in determining and recording cash disbursements involving agent commissions and office transactions.
- Maintain and manage appropriate billing for Attorneys and Brokers.
- Develop marketing strategies through online and print media for prospective clients.
- Determine the needs of both new and prospective clients ensuring that they are paired with the appropriate Agents.
- Author and maintain the training and floor time schedules for Agents.
- Handle community involvement activities including the Toys For Tot's drive and fundraising for the Stratford YMCA.

Rosie's Rascals

Easton, CT

2006

Childcare Assistant (Temporary Assignment)

- Responsible for collection of payments.
- Ensure adherence to Connecticut State's policy and procedures for health, cleanliness and safety.
- Responsible for the safety of the children.
- Recording information for the care of special needs students.

AWARDS

University of New Haven

- Presidential Scholarship
- Dean's List
- University of New Haven Accounting Society
Community Service Committee Chairman 2010
Special Events Committee Chairman 2010

Housatonic Community College

- Graduation Honors 2008
- Dean's List Five Semesters

PROFESSIONAL ASSOCIATIONS

- Connecticut Society of Certified Public Accountants (CSCPA)
(Student Pledge)