

## **OBJECTIVE**

POSITION IN THE ACCOUNTING FIELD WHERE MY EXCELLENT ANALYTICAL AND TECHNICAL SKILLS CAN IMPROVE COMPANY'S PROFITABILITY.

## **EDUCATION**

### **CENTRAL CONNECTICUT STATE UNIVERSITY, New Britain, CT**

Expect Graduation in accounting major Spring 2011

- Dean's List, Spring 2009 GPA 3.66
- CSCPA membership

### **TUNXIS COMMUNITY COLLEGE, Farmington, CT**

Graduated May 2007

- Certificate in Accounting
- Dean's List w/Honors , GPA 3.65
- Scholarship CSCPA 2008

### **CATHOLIC UNIVERSITY OF LUBLIN, Lublin, Poland**

Graduated 2004

- Master of Science in Economics
- M.S. thesis, *Registered Revenue Lump-Sum and Tax Register in 2003*
- Dean's List w/Honors, GPA 3.94

## **EXPERIENCE**

### **Middlesex Eye Physicians P.C., Middletown, CT**

2007 - Present

Bookkeeper

- Manage month end close, assist in quarterly financial statements preparation,
- Ensure that financial statements are accurate and consistent according to GAAP.
- Control and reconcile bank accounts and ensure that reported balance is current with the bank balance for cash flow projections
- Prepare and pay quarterly CT sales and use tax, maintain amortization schedules
- Assist in the preparation of annual budget
- Record payroll entries and process time cards using Time Force software
- Financial Reporting: Productivity Report, Daily Close Report, Cost Analysis.

### **H & R Block, Rocky Hill, CT**

2009

Tax Professional

- Individual federal and state income tax preparation for clients
- Helping clients to understand the tax code

**Bond Dinettes Inc.,** Newington, CT

2006 - 2007

Bookkeeper

- Keep the records of all income and spending-including payables and receivables- excluding inventory and merchandise purchasing paperwork.
- Prepare and pay CT and MA Sales tax.
- Manage General Ledger, Bank Accounts and bank reconciliation.
- Maintain and process time cards, process payroll-using a payroll service.

**Kip Inc.,** Farmington, CT

2004 – 2006

Accounting / Purchasing Assistant

- Financial Reporting, i.e. Sales Log, Scrap Report, Cost/Price Analysis
- Keep the records of transactions occurred in A/P, A/R
- Purchasing Administration, i.e. purchase order development, vendor negotiation for MRO purchases, supplier contract compliance, expediting.

**The First Revenue Office,** Lublin, Poland

2004

Tax Intern

- Participated in departmental planning meetings and assisted in auditing income tax returns
- Completed research for MS thesis, *Registered Revenue Lump-Sum and Tax Register in 2003*

**Skills:** Microsoft Office, Intergy, QuickBooks Enterprise, Microsoft Money.