
EDUCATION

Central Connecticut State University, New Britain, CT. 9/2009
Pursuing Bachelor Degree in Accounting
Dean's List – Fall 2009, GPA 4.0

Tunxis Community College, Farmington, CT.
Associate of Science in Accounting, May 2009.
Dean's List, Secretary of Phi Theta Kappa Honor Society, GPA 3.96

University of Economics, Jelenia Gora, Poland 9/ 2002 – 4/ 2006
Master of Science in Accounting 70 Credits earned

ACCOMPLISHMENTS/ AWARDS

Recipient of a scholarship from Educational Trust Found of the Connecticut Society of CPAs, May 2009
Recipient of an Academic Discipline Award in Accounting, May 2009
Recipient of Leadership & Service Award in Phi Theta Kappa Club, May 2009
A Student-Pledge of the Connecticut Society of CPAs

SKILLS AND QUALIFICATIONS

- Microsoft Word, Excel, PowerPoint
- Organized
- Multitasking
- Dependable
- Able to learn new computer programs quickly
- Communicative
- Bilingual – Polish native speaker
- Productive
- Internet proficiency
- Energetic

EXPERIENCE

Tunxis Community College, Farmington, Connecticut
Peer Tutor 9/ 2008 – 5/ 2009

- Helping students develop writing and reading skills in the English Language
- Teaching students Principles of Management

“Malwa” Maria Manowska, Wroclaw, Poland
Salesperson 2/ 2006 – 5/ 2006

- Open and close cash registers, performing tasks such as counting money, separating charge slips, coupons, and vouchers, balancing cash drawers, and making deposits

Work Service S.A., Wroclaw, Poland
Telemarketer 10/ 2005 – 2/ 2006

- Contact businesses or private individuals by telephone in order to solicit sales for goods or services

Zakłady Przemysłu Odzieżowego Sp. z o.o., Lomnica, Poland
Accountant's senior assistant 5/ 2001 – 6/ 2005

- Posting to the general ledger
- Managing accounts payable and receivable
- Prepares basic financial statements, charts, tables, and other supporting schedules
- Review records of receipts and disbursements
- Prepares journal entries and reviews entries prepared by non-exempt staff
- Analyzes accounting transactions and determines corrective actions or adjustments.

Secretary 8/ 2000- 5/ 2001

- Greet visitors and callers, handle their inquiries, and direct them to the appropriate persons
- Set up and maintain paper and electronic filing systems for records, correspondence, and other materials