

EDUCATION

Albertus Magnus College, New Haven, Connecticut

Degree: Masters of Business Administration

Concentration: Accounting

Expected Graduation: August 2010

Albertus Magnus College, New Haven, Connecticut

Degree Received: Bachelor of Science in Business Administration Cum Laude (Honors Program)

Concentration: Accounting

Graduation: May 2009

Honors: Dean's List 7 Semesters, Presidential Scholarship

Cumulative GPA: 3.689 Concentration GPA: 3.847

Courses: Cost Accounting, Tax Accounting, Principles of Marketing, Intermediate Accounting I and II, Financial Accounting, Managerial Accounting, Corporate Financial Management, Auditing, Principles of Management, Economics, Business Communications, Statistics for Business and Economics, The Stock Market, Business Spreadsheet Development, Business Law

CAMPUS LEADERSHIP:

Student Government

Sept. 2006 – August 2008

- Coordinate class activities
- Manage and distribute campus activity funds to student clubs
- Develop and distribute class marketing survey

Tour Guide

Sept. 2006 – May 2009

- Answer questions about campus life, academics, and athletics
- Lead campus tours to introduce prospective students to Albertus Magnus
- Assist at campus events

Student Orientation Counselor

June 2006 – August 2008

- Assist the incoming freshman to feel comfortable at Albertus Magnus
- Coordinate events for move-in day and registration days
- Manage ice-breaker activities and orientation skits

COMPUTER SKILLS:

Apple Software, Vista, Windows XP, Peachtree Accounting for Windows; Javascript; Microsoft Access; Microsoft Excel; Microsoft Word; Microsoft PowerPoint; Adobe Acrobat; Adobe Photoshop; Microsoft Publisher; Lexis/Nexis; Word Perfect; Microsoft Project; Microsoft Works; Microsoft Outlook; Windows 98; Windows 95

WORK EXPERIENCE:

Stop and Shop: Madison, Connecticut

May, 2007 – Present

Customer Service Department Head (CSDH)

- Oversee front-end employees
- Handle problematic situations by finding solutions in a timely and appropriate manner
- Responsible for auditing trays, as well as handling, large sums of money
- Provide quality individual customer service to shoppers
- Handle cash and credit transactions in a timely fashion
- Supervise the self check-out registers
- Assists in departments other than the front-end.

Mark Zanghi, CPA: Milford, Connecticut

September 2008-December 2008

Intern

- Applied knowledge learned in classroom to real-world experiences
- Reconciled bank statements
- Prepared tax returns
- Performed daily clerical operations