

OBJECTIVE

To secure a challenging Accounting and Finance position within the organization offering long-term growth and development where I can utilize my education, work, and community experience.

EDUCATION / RELATED COURSES & SKILLS

Central Connecticut State University, New Britain, CT

Seeking Bachelor of Science Degree in Accounting

Date of Graduation: December 2010

- Financial / Managerial Accounting
- Cost Management Accounting Systems
- Auditing
- Financial Report I
- Accounting Information Systems
- Individual / Corporate Taxation
- QuickBooks
- Relius Government Forms 5500
- Infra Enterprise / Ariba Buyer
- Hyperion Essbase
- Microsoft Office (Word, Excel, PowerPoint)
- Portuguese/Spanish

WORK EXPERIENCE

ING Investment Management, Hartford, CT

September 2008 – Present

Finance & Accounting

Procurement

- Monitor internal procurement program (Infra) to process orders & requests for all division within ING Investment Management and Clarion Reality Partners
- Generate purchase orders through Ariba (Company Procurement Tool), allocate line items to appropriate general ledger codes and internal business units for budget tracking and recording
- Review orders and verify that they meet SOX criteria
- Work with the Director of Procurement to obtain over \$200,000 in credits on purchase orders that were not taxed in accordance with state regulations
- Work directly with IT vendors to obtain price quotes, secure orders and track shipments
- Process supplier invoices and interact with Accounts Payable to ensure invoices are paid in a timely and accurate manner
- Provide monthly Ariba Reports to the Director of Procurement for fiscal review

Telecom

- Work with finance team to determine proper head count allocations. Create blanket Purchase Orders for data circuits, local and long distance calling, and video conferencing across all sites
- Research and reconcile outstanding invoices with AT&T, T-Mobile, and Verizon identifying over \$5,000 in savings

Finance

- Create spreadsheets to make FX adjustments to foreign affiliate financial information
- Work with the head of management reporting on end of the month and quarter end closing process
- Work with Hyperion planning and reporting business applications, analyzed reporting

Operations

- Gather financial data to support Form 1065 in regards to P&L. Gather data from GAAP financial statements and input data for client's plan
- Fill out Schedule D's pertaining to Form 5500, which includes plan name, number with associated EIN (employee identification number) listing below information on participating plans
- Fill out Schedule H's pertaining to Form 5500, using the statement of assets and liabilities, the statement of operations, and the statement of changes in net assets for trust funds. When forms are completed a checklist is reviewed to verify data accuracy

VOLUNTEER EXPERIENCE

American Cancer Society, Newington's Relay for Life

January 2008 - July 2009

Financial Chair

- Leadership: Team leader within the organization, Team name: "Hope for Life"
- Financial Chair Responsibilities: Attended meetings, recorded dollar amounts given by each team member/group and analyzed data to verify accuracy. Managed expenses and donation income through Excel, presented data to the committee and volunteers. Batched money orders and made deposits.

REFERENCES

Available upon request