
Objective

To obtain a challenging position in the field of accounting that utilizes both my education and skills

Education

Bryant University, Smithfield, RI

- Bachelor of Science in Business Administration, May 2010
- Concentration: **Accounting** Minor: **Mathematics** Cumulative GPA: 3.32
- Dean's Scholarship Recipient, Dean's List
- Scored in top 20% on the Educational Testing Service Major Field Test in Business

Relevant Courses: Financial and Managerial Accounting, Financial Reporting I, II, and III, Cost Management, Accounting Information Systems, Individual Taxation, Auditing Concepts, Personal Financial Planning, Advanced Assurance Services (Graduate Level)

Study Abroad: Sophomore International Experience, Summer 2008 (Florence, Rome, Pompeii)

- Main focus of two week course was art, architecture, and design

Work Experience

UnitedHealth Group, Hartford, CT

June - August 2009

Summer Intern, Corporate, Regulatory Finance

- Created database for financial exams
- Updated exam tracker
- Reconciled control reports
- Created spreadsheet identifying inherent risks and SOX controls
- Developed and presented a health care reform proposal to Sr. Management

UConn Health Center, Farmington, CT

June - August 2007

Clinical Office Assistant in Procedure Center

May - August 2008

- Checked-in patients for surgery
- Performed general office duties
- Organized and assembled patient charts for upcoming surgeries

Wethersfield Country Club, Wethersfield, CT

June - August 2007

Hostess

- Resolved complaints
- Scheduled reservations, greeted members, answered telephone
- Set dining room for functions/parties and seated guests

Volunteer Experience

- Participated in the American Cancer Society Making Strides Against Breast Cancer walk at Roger Williams Park
- Foodshare-Varney Farm
 - Helped cultivate crops
 - Applied ground limestone to crops
- Organized an event for A Wish Come True
 - Management group worked with A Wish Come True and Saylesville Elementary School (Lincoln, RI)
 - Raised money and awareness

Activities

- Pastoral Council
- Bryant University Accounting Association
- Big Sisters of Bryant

References available upon request