

OBJECTIVE

Obtain a full-time position in which my current accounting, analytical, and professional skills can be put to use and strengthened in an organization that is focused on shaping a successful and rewarding career.

QUALIFICATIONS

- Conditioned in financial, auditing, taxation, cost, and international accounting
- Fundamental comprehension of accounting processes, assurance processes, and proper ethical reporting
- Ability to journalize entries, post to general ledger, prepare trail balance, and detect discrepancies
- Trained in preparing and analyzing balance sheets, income statements, and other financial statements
- Familiar with international financial reporting standards
- Accustomed to cost accounting processes and techniques
- Firm understanding of individual taxation framework
- Experienced using QuickBooks, XBRL, Excel (07"), Access (07"), PowerPoint (07"),
- Able to learn new computer programs and applications quickly
- Willingness to take on new and challenging responsibilities
- Commended for strong communication skills

EMPLOYMENT

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| February 2005 - Present | Program Instructor, Marrakech Inc.—Woodbridge, CT <ul style="list-style-type: none">- Conduct monthly bank reconciliation for six group homes- Assist with the auditing of financial books for 28 residents- Manage petty cash funds- Implement money-management programs- Prepare quarterly review reports |
| March 1999 - February 2005 | Assistant Resident Coordinator, Riverview Resthome—New Haven, CT <ul style="list-style-type: none">- Coordinated weekly payroll functions for 15 employees- Managed personal funds for 40+ residents- Processed weekly inventory- Coordinated appointments, meetings, and livery service- Trained staff in main office, dietary, and kitchen department |

EDUCATION

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| January 2005 - Present | Southern Connecticut State University—New Haven, CT
Major: BS-Business Administration - 3.14 GPA, May 2010
Concentration: Accounting - 3.56 GPA |
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ACTIVITIES

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| October 2006 - May 2008 | Mentor, Wilbur Cross High School—New Haven, CT <ul style="list-style-type: none">- 2007 Mentor Of The Year- Provided guidance and support for students- Facilitated events and community activities |
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