

## **OBJECTIVE**

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Eager graduate student and CPA candidate seeks entry into a **public accounting firm** utilizing excellent interpersonal skills, prior experience, and academic training.

## **EDUCATION**

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Sacred Heart University, John F. Welch College of Business  
Bachelor of Arts, Accounting, May 2008  
MBA, Concentration: Accounting, December 2010 (Expected Completion)  
Current GPA 3.6

## **WORK EXPERIENCE**

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### **Concierge Tax Services, LLC, Shelton, CT**

#### Part-time Junior Tax Accountant

March 2010 – Present

- Apprenticed for Certified Public Accountant and Certified Tax Coach in tax return preparation for business owners and real estate investors.
- Assisted in development of proactive tax planning strategies and related calculations for clients.
- Researched tax topics based on specific client questions and recent changes in legislation that affect tax code, and sent out newsletters to keep clients updated on latest IRS provisions.
- Setup and maintained clients' businesses in QuickBooks, with customized chart of accounts for customers and vendors.

### **General Electric, Shelton, CT**

#### Consultant, Global Business Services

October 2009 – Present

- Assisted team in transition of Shelton General Ledger to Navision for Middle East, Latin American, and European regions utilizing advanced Excel functions such as Pivot Tables and VLOOKUPS.
- Identified all account and cost center disconnects between the Shelton General Ledger, Navision and the Central Corporate Ledger and notified 27 GBS sites of necessary corrections.
- Performed preliminary dimension check for the Central Corporate Ledger.
- Reconciled balances between the Shelton General Ledger and Navision by account and reference code on a monthly basis.

### **Louis Dreyfus Commodities, Wilton, CT**

#### Financial Reporting Analyst, Consolidation Department

October 2008 – August 2009

- Prepared statement of cash flows for all business units on a quarterly basis.
- Input adjusting journal entries in Magnitude and provided external auditors with summary and analysis.
- Set up P&L reports for each commodity platform using Excel Macros.
- Analyzed actual-to-budget variances and prepared monthly regional review of managerial results.
- Performed monthly statutory-to-managerial reconciliation for the tax department.

**R.A. DeFruscio & Co., CPA, Greenwich, CT**

Staff Accounting Intern

Summer 2006, Summer 2007

- Reconciled bank statements for clients, and audited bank statements for companies.
- Performed forensic audits with supervisor, and prepared probate reports in Excel to be used in court settlements.

### **SKILLS AND CERTIFICATIONS**

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- Proficient in Microsoft Office: Excel (Advanced Skill-Level), Word, PowerPoint
- Experience with accounting software: QuickBooks, SAP, Peachtree Accounting, Creative Solutions, Navision, Cartesis Magnitude, Proseries Professional Tax Software
- IRS Certified Volunteer Income Tax Assistant and Tax Counselor for the Elderly

### **ACTIVITIES**

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- Member, Sacred Heart University Accounting Club (2005-2008)
- Captain, Sacred Heart University Men's Rugby (2004-2008)
- Habitat for Humanity (2004)