

Educated Staff Auditor & Financial Support; Knowledge of Peachtree, MS Software (Reporting)

Perfect entry-level candidate to handle reporting, reconciliation

Hold the credentials to perform thorough analysis of financial administrative functions, and auditing strategies to assist in decreasing costs. Conduct thorough, accurate, and prompt reporting and reporting errors that cost unnecessary time, money, support or lead role, assisting auditing and accounting procedures, accounts payable, payroll, tax return/payments, journal entries, cash-flow trends and assisting with addressing financial issues concerning daily issues, such as invoicing, payment applications, providers such as a professional accounting firm or legal

excel in a variety of roles:

- Phone/In-person Presentations · Financial Programs · Risk Assessments · Financial Planning
- Data Verification · Transaction Processing · Troubleshooting & Accuracies · Accounting Team Support
- Customer Needs Assessment · Client Support · P&L Tracking · Budgeting/Cost Controls
- Asset Management · Customer Service · Financial Research & Auditing · A/P, A/R, Payroll

RÉSUMÉ TO REFERRAL...

Résumé and Career Services

© 2008, All Rights Reserved, Teena Rose
Call Teena today at (937) 325-2149, for a high-quality resume and cover letter. Ask about the additional job-search assistance available.

Education, Software & Memberships

Academically Credentialed

B.S., Public Accountancy · New York University, New York, NY · 2007

Classes: Intro to Advanced Financial Accounting, Mergers and Consolidation, Managerial and Cost Accounting, Federal Income Taxation, Business Law 1 and 2, Money and Banking, Corporate Finance, Operations Management, Business Statistics, Auditing, Business Ethics, Accounting Information Systems

MS Office: Word, Excel, Access; Peachtree

American Institute of Certified Public Accountants (AICPA)

Related Internship

Interned at Leading Investment Firm

Assistant, Vice President · Global Securities & Investment Corp, Inc., New York, NY · 2007

Exposed to various administrative and financial-related tasks: client tracking, mutual fund/annuity/asset management research, market statistic, data mining, database updating, and prospecting clients. Contacted human resources managers with medical and investment offices to discuss and schedule meetings to outline the company's 401K program. Participated in the presentation process and culminated packages to distribute to decision-makers.

Professional Career

Supervisory Skills; Exposed to Financial Ops

Assistant Manager · Aeropostale, Manhattan Mall, New York, NY · 2005 – 2006

- **Staff Supervision** — Supervised and directed a multi-shift operation with dozens of full and part-time, as well as, seasonal employees, under the direction of the Manager.
- **Customer Service** — Participated in the restructuring of key functions, such as speed of service and customer satisfaction, while monitoring inventory levels and daily sales.
- **Daily Operations** — Handled daily management tasks: participated in the hiring and firing process, as needed; monitored front and back-store logistics to ensure proper merchandising and identified/addressed loss prevention and shrinkage issues; and, addressed cleanliness and service quality to secure high profit/revenue returns.

Security Officer · City Corp Security Services, New York, NY · 2004 – 2005

- **Scope of Tasks** — Patrolled facility, coordinated security functions, and responded to internal and external requests from security and management personnel. Responded to safety/security issues and questioned store visitors and employees on matters involving theft, missing items, or vandalism.
- **Daily Logistics** — Monitored suspicious activities and collaborated with key department heads; worked with the local police department whenever necessary. Participated in loss and risk management meetings and consulted with management on shrinkage and internal theft while informing on loss prevention strategies.