

OBJECTIVE

Business professional seeking a challenging accounting or finance position at a company that offers growth potential.

WORK EXPERIENCE

Principal Maritime Management, LLC, Southport, CT

2010-2011

Executive Assistant to *Chief Executive Officer and Chief Accounting Officer*

- Supported Chief Accounting Officer by managing accounts payable (processed payments, tracked payments, and resolved issues with vendors).
- Processed travel business receipts using Concur Expense System and coordinated international and domestic business travel arrangements.
- Project lead of new office relocation and handled all of logistics, resolved issues, and point of contact for all vendors.
- Collaborated with CEO to establish a marketing campaign. Reviewed proposals, conducted meetings, negotiated contracts and point of contact for marketing agencies.

LFL ESL School, Scarsdale, NY

2003-2010

Business Manager

- Managed all financial transactions using QuickBooks (verified, allocated, and posted details of business financial transactions such as sales, invoices, and cash receipts, accounts receivable, accounts payable, and payroll).
- Prepared annual administrative budget and expense reports.
- Performed reconciliation of monthly bank statements and company credit card.
- Assisted school's accountant with year-end tax returns by generating financial statements using QuickBooks, and produced supporting financial documentation in Excel.
- Designed marketing presentations and newsletters using Word and PowerPoint.
- Oversaw diverse administrative functions in support of day-to-day school operations.

John S. Herold, Inc., Norwalk, CT

2000-2003

Associate Analyst for *Mergers & Acquisitions ("M&A") Research Department*

- Conducted in-depth research of M&A transactions and compiled results for review by senior analysts.
- Assisted senior analysts with analysis by performing financial analysis and writing reports of findings.
- Managed departmental files and ensured proper recordkeeping of M&A transactions.
- Maintained and updated Oracle and Access database by inputting M&A financial and transaction details.
- Supported Senior Vice President by compiling and formatting financial data for statistical quarterly and annual reports for publication.
- Handled ad-hoc projects (PowerPoint presentations and Excel using v-look-ups, pivot table, charts, and graphs).
- Handled client requests for M&A customized financial transaction data reports..

EDUCATION

University of Phoenix, Online *Master of Science in Accountancy (GPA 3.3)*

2011-present

Courses completed: Accounting Theory & Research, Taxation, Financial Accounting, and Managerial Accounting

University of New Haven, West Haven, CT *Master of Science in Taxation (GPA 3.6)*

2010-present

Courses completed: Federal Income Taxation, Tax Research & Writing, Qualified Retirement Plans, Federal Tax Practice & Procedures

Sacred Heart University, Fairfield, CT *Master of Business Administration (Finance) (GPA 3.0)*

2008

College of New Rochelle, New Rochelle, NY *Bachelor of Arts in Political Science (GPA 3.3)*

1998

COMPUTER SKILLS

Microsoft Word, PowerPoint, Outlook, Access and Excel (Macros, V-look-ups, and Pivot Tables), Oracle Database, Bloomberg Financial Database, QuickBooks, Concur Expense System, and Internet.

MEMBERSHIPS/AFFILIATIONS

American Institute of Certified Public Accountants (AICPA); student-member

American Society of Women Accountants (ASWA); student-membership

Connecticut Society of Certified Public Accountants (CSCPA); student-membership