

**Objective:** Seeking an entry-level position that will allow me to make a positive contribution by applying my education and work experience in the Accounting field.

**Profile:** Recent college graduate with basic experience preparing tax returns for senior citizens. Possess exceptional attention to detail, excellent organizational skills, and strong work ethic honed through several years of experience as a Special Projects Assistant.

- Strong customer interface, public speaking, and communication skills
- Keen ability to problem solve
- Excellent ability to multitask and adhere to deadlines

**Education:** **Central Connecticut State University**

*Bachelors of Science in Accounting*

Graduation: May 2011

Relevant Course Material

- Financial Reporting
- Audit
- Advanced Business Law
- Accounting Information Systems
- Individual Taxation
- Cost Management
- Fraud Examination
- Strategic Management

**Work Experience:** **Volunteer Income Tax Assistant** (*January 2011-April 2011*)

- VITA/TCE certified for the basic level
- Prepared income taxes for the 2010 tax season
- Completed more than 30 tax returns

**Godfrey Memorial Library** (*August 2007-Present*)

**Special Projects Associate**

- Perform analytic cataloguing to provide in depth details about the information contained in various books
- Digitize rare books and documents, edit the images, and then process the images to create back up files of the books to add to a digital library.
- Format files to be uploaded to the library website
- Create spreadsheets of various collections of books and documents that have been digitized.
- Assist library patrons with research

**Computer Skills:** Excel, Word, PowerPoint, QuickBooks, TaxWise, Visio

**Activities:** **Member of CCSU Accounting Society**

- Participate in meetings to strengthen my knowledge of the accounting field

**Student Pledge of the Connecticut Society of Public Accountants**