
SUMMARY OF QUALIFICATIONS

- Professional experience at ADNET Technologies, LLC., an affiliate of Kostin, Ruffkess & Company, LLC.
- Skilled with Microsoft Word, Excel, PowerPoint, Outlook, Access, Publisher, Visio and Lync; as well as QuickBooks Pro and Symantec Ghost.
- Recognized for academic excellence and leadership qualities.

EDUCATION

Central Connecticut State University New Britain, CT
B.S., Accounting Anticipated Dec. 2012
GPA: 4.00 (4.00 = A)

HONORS AND AWARDS

Hall of Honor Dean's Merit Scholarship Sept. 2011
• Honors the student with the highest cumulative GPA in the Accounting Department at the CCSU School of Business.

Hartford Hosp. Sons and Daughters Scholarship June 2011
• Awards a student who combines academic excellence and leadership qualities with a strong commitment to extracurricular involvement.

Dean's List (Requires a 3.5 GPA or Higher)

PROFESSIONAL EXPERIENCE

Systems Intern, Network Infrastructure Services
ADNET Technologies, LLC. Farmington, CT, June 2011-Aug. 2011

- Spearheaded a collaborative effort to upgrade the TCFLOW application on the Prometric server as well as reconfigured the administrator and testing workstations.
- Assisted the Senior Engineering team by assembling and customizing new HP Proliant servers for clients.
- Successfully wiped sensitive client data from server and workstation hard drives while meeting the standards outlined by the U.S. Department of Defense.

Tax Intern

Rob Matfess & Co., P.C. South Windsor, CT, Dec. 2007-Aug. 2008

- Prepared, assembled, and presented income tax returns to clients in an organized and comprehensive package.
- Effectively organized and completed a long-term project to transfer each client's physical files to an electronic database.
- Updated payroll reports using ProSeries software to ensure timely payments.

ACTIVITIES AND LEADERSHIP ROLES

- IRS Voluntary Income Tax Assistance Program Beg. Nov. 2011
- Travelers IOLDP Job Shadow Oct. 2011
- CCSU Mentor/Mentee Program Oct. 2011-Pres.
- CCSU Accounting Society Sept. 2010-Pres.

PROFESSIONAL AFFILIATIONS

- **AICPA:** Student Affiliate
- **CSCPA:** Student Pledge