
WORK EXPERIENCE

Webster Bank, N.A., New Britain, CT, 01/2011 – 05/2011

Staff Auditor

- Developed an understanding of professional and departmental auditing standards and strategies to assess and mitigate risks.
- Created and updated risk assessment matrices, audit test work and point sheets (issues discovered during testing).
- Tested SOX key controls for Webster's business units.
- Engaged in the following financial and commercial audits: Credit Administration and Reporting, Corporate Governance (ERM/ORM), Human Resources/Payroll and HSA Bank, who is a subsidiary of Webster.
- For audits, performed control testing to determine whether controls were properly mitigating the applicable risk(s). Testing included but was not limited to General Ledger (G/L) reconciliations, accruals, data integrity, vendor contracts and invoices, risk model validation, outstanding issues validation and G/L balancing, funding and posting testing.
- Demonstrated proficiency in accurately identifying risks and controls, designing effective and efficient testing methods and documenting audit and SOX test work.
- Determined the root cause and company-wide effect of issues discovered during testing. Vetted issues with management by providing recommendations and working towards value-added resolutions.
- Communicated openly with the Auditor In-Charge and audit team. Proactively sought additional responsibility.
- Developed positive and collaborative business partnerships with Webster management, executives and other key employees, through periodic and effective communications and a demonstrated understanding of the business.

Blum, Shapiro & Co., P.C., West Hartford, CT, 08/2009 – 12/2010

Staff Accountant (Audit)

- Performed audits for the following industries: governmental, non-profit, manufacturing/retail/distribution, automotive, employee benefit plans, education and healthcare.
- Analyzed accounts and year over year changes in cash, accounts receivable, property & equipment, inventory, prepaid expenses, other assets, accounts payable, debt, deferred revenue, revenues and expenses.
- Prepared the balance sheet, income statement, statement of cash flows and statement of functional expenses.
- Tested journal entries, grants, reserves, fixed asset additions, depreciation, debt covenants, payroll and liabilities.
- Engaged in all aspects of the audit. Took on additional work before, during and after each engagement.
- Updated each client's internal control/procedure memos and performed walkthroughs on key controls within the memos.
- Trained interns and new hires on proper audit procedures.
- Engaged in ad-hoc marketing and proofing projects. Assisted with on-campus recruiting.

COLLEGE INTERNSHIP

Northeast Utilities, Berlin, CT, 05/2008 - 08/2009

Student Analyst Intern (Corporate Accounting and Accounting Policies & Internal Controls)

- Utilized FASB pronouncements and GAAP principles to design a detailed report on not for profit accounting.
- Created the monthly balance sheet, income statement and cash reconciliation for Select Energy Contracting, Inc.
- Prepared journal entries and assembled the monthly journal entry binders.
- Designed a spreadsheet that calculated the value of jet fuel using the FIFO inventory method for the Assistant Controller.
- Proofread 10-Q reports for consistency/errors for the financial reporting department.
- Wrote a segment of the operating results section of the 10-Q for each subsidiary (CL&P, PSNH, WMECO and Yankee Gas).
- Tested balance sheet reconciliations, journal entries and SOX applications. Maintained the SOX testing binders.
- Developed a SOX training manual. Trained interns on how to perform SOX testing.
- Worked in small teams to engage in various IT projects, which included but was not limited to the simplification of the company's accounting manual, re-designing a program that uploaded journal entries into a database using excel and forming an online PowerPoint presentation, which trained accounting and non-accounting personnel on the company's accounting systems.

PROFESSIONAL MEMBERSHIPS/LICENSES

- Connecticut Society of Certified Public Accountants (CSCPA) pledge
- American Institute of Certified Public Accountants (AICPA) pledge
- Hartford Young Professionals and Entrepreneurs (HYPE) member
- IRS Volunteer Income Tax Assistance (VITA) – Certified Basic, Intermediate, Advanced and HSA income tax preparer

EDUCATION

Quinnipiac University, Hamden, CT

Online MBA, Anticipated Graduation Date: 2015

GPA: None (Begin classes in January 2012)

Central Connecticut State University, New Britain, CT

BS in Accounting, Magna Cum Laude, May 2009

GPA: 3.77

Middlesex Community College, Middletown, CT

AA in General Studies, August 2007

GPA: 3.68

COLLEGIATE HONORS AND EXTRACURRICULAR ACTIVITIES

- Member of the Delta Mu Delta Honor Society, Phi Theta Kappa Honor Society, Golden Key International Honour Society and CCSU Accounting Society
- Harper and Whitfield accounting award
- Intramural flag football and basketball

COMPUTER EXPERIENCE

Proficient in Windows, Word, Excel, PowerPoint, Outlook, SharePoint, Lotus Notes, ProSystem FX, Oracle, Adobe Writer and Random.Org. I have some experience with Access, TurboTax, QuickBooks, Quicken, Peachtree, Munis and ADP.

VOLUNTEER WORK

- St. Luke's Eldercare, Middletown, CT, 1/10/2012 – Present, .5 hours
- First Night Hartford 2012, Hartford, CT, 12/31/2011, 5 hours
- Foodshare – Volunteer Retail Pickup Program, Newington, CT, 12/30/2011 – Present, 12 hours
- Habitat For Humanity - ReStore, Cromwell, CT, 11/19/2011 - Present, 20.5 hours
- United Way - Middletown Community Thanksgiving Project, Middletown, CT, 11/12/2011 and 11/22/2011, 6 hours
- Godfrey Memorial Library, Middletown, CT, 11/11/2011 - Present, 5.75 hours
- Arts Center, Killingworth, CT, 10/29/2011 - Present, 11 hours
- Apple Rehab, Middletown, CT 10/15/2011 - Present, 10.5 hours
- Travelers Championship, Cromwell, CT, 6/25/2011, 5 hours
- St. Vincent de Paul Soup Kitchen, Middletown, CT, 5/19/2011 - 5/31/2011, 30 hours
- Apple Rehab, Middletown, CT, 5/18/2011 - 5/31/2011, 12 hours
- Leukemia and Lymphoma Society - Light The Night, South Windsor, CT, 10/7/2010, 3 hours
- Special Olympics CT - Fall Sports Festival, North Branford, CT, 9/11/2010, 5 hours
- Blum Shapiro - 5K for Charity, Cromwell, CT, 6/12/2010, 3 hours
- Foodshare - Walk Against Hunger, Hartford, CT, 5/2/2010, 3 hours
- Highview Convalescent Home, Middletown, CT, 2000 – 2004, 100 hours