
Objective:

Ambitious accounting student/CPA candidate, seeking a full-time position in a public accounting firm upon graduation

Education:

September 2007 – Present

Bachelor of Science in Business Administration
With a major in Accounting
Central Connecticut State University
Expected Graduation: May 2010
Cumulative GPA: 3.60

Experience:

May 2008 to Present

Part Time during academic year, Full Time summers

Teller 1 Webster Bank
(Essex, Connecticut)

- Process customer transactions and respond to product and service inquiries in a responsible, timely and accurate manner.
- Actively develop new customer relationships
- Perform branch operations as determined by policy and procedure.
- Accurate cash handling ability
- Educate customers about banking and help resolve issues

Dec. 2006 to May 2008

Part Time during academic year, Full Time summers

Cashier/warehouse assistant Saybrook Country Barn
(Old Saybrook, Connecticut)

- Positive interaction with customers
- Quality customer service
- Ability to check in merchandise and organization
- Learned importance of communication and team work
- Learned inventory computer system

Activities:

- Delta Mu Delta
National Honor Society in Business Administration
- CSCPA Pledge

Skills:

- Proficient in Microsoft Word, Excel, Access and Power Point
- Strong understanding of Quick Books
- Positive customer interaction