

PUBLIC ACCOUNTING

3 May Road

Parkersville, NY 11000

(516) 221-9999

email@hotmail.com

SUMMARY

M.B.A. in Accounting with academic and corporate leadership experience in team management, meeting deadlines, and working under pressure. Highly motivated individual with strengths in interpersonal communication, information systems, quantitative analysis, and creativity seeking *accounting position*.

EDUCATION / LEADERSHIP EXPERIENCE

Frank G. Zarb School of Business, Hofstra University (AACSB and MSACS accredited)

Hempstead, NY

Master of Business Administration in Accounting, GPA: 3.85; *May 2004*

Activities

- Journal of International Business and Law, *Managing Editor*
- Toastmaster's International, *Sergeant at Arms*
- Student Advisory Board Member
- Hofstra Business Consulting Group
- Beta Alpha Psi, *Director / Grad. Representative*
- Hofstra Investment Banking Association
- M.B.A. / M.S. Association

John Wiley Jones School of Business, SUNY College at Geneseo (AACSB accredited)

Geneseo, NY

Bachelor of Science in Business Administration, Cum Laude, GPA: 3.51; *December 2002*

Dual Minor in Computer Applications and Music

Honors

- Dean's List: Five semesters
- Delta Mu Delta Business Administration National Honor Society
- Golden Key International Honor Society
- Phi Eta Sigma National Honor Society

Activities

- Finance Club, *School of Business Representative*
- Jazz and Wind Ensembles, *Saxophonist*
- Men's Rugby Club
- Guest Speaker for the School of Business

BUSINESS PROJECTS

- Analyzed financial statements of *McDonald's Russia, Starbucks, Webvan, GolfLogix, Hilton Hotels*, and *Wal-Mart* to forecast future organizational growth; used net present value, profit/loss, and ratio analysis to evaluate alternatives.
- **"Customer Relationship Management"**: researched and analyzed customer relationship management techniques of *Continental Airlines, Wells Fargo & Co., LaSalle Bank* and *American Express* and how using innovative technological solutions lead to increased productivity, customer service, and ultimately increased profits.
- **"Google: Searching for the Future"**: researched and analyzed how *Google's* initial public offering in summer 2004 will affect their organization in terms of future profits, competition, projects and opportunities; performed SWOT analysis and analyzed IPO's effect and influence on users, competitors, products and services.
- Used multiple regression and descriptive statistical analysis to predict oil usage based on multiple independent variables.

PROFESSIONAL EXPERIENCE

Hofstra University, The Career Center

Hempstead, NY

Graduate Assistant

02/03 – Present

- Responsible for design, implementation, and management of three databases used to run queries for national reporting, to send informational mailings to employers and alumni, and to assist current students in networking opportunities with their peers.
- Aided in logistical coordination of over 12 speaker events / programs per semester including former NASD and NASDAQ Chairman Frank G. Zarb and the Apprentice's Kwame Jackson.
- Answered inquiries regarding Graduate Business Career Services from students, alumni, and employers.

AON Consulting, Inc.

Melville, NY

Administrative Assistant, N.Y. State Disability Division.

05/02 – 08/02

- Contacted insurance companies to follow up on accounts, created binders for new business, processed claim forms, tabulated commission checks, and updated account information for four office locations.
- Completed office duties using Microsoft Word and Excel for the Assistant Vice President.

Long Island Cardiology Associates

Valley Stream, NY

Accounts Receivable Clerk

12/01 – 05/02

- Assisted the Accounts Receivable & Billing Managers in performing vital office tasks such as claim submission, referral authorizations, file maintenance, charge entry, adjustments and patient account inquiries.
- Researched, designed and created new super-bill templates for all departments using Microsoft Word and Excel.

Vector Marketing Corporation

Wantagh, NY

Senior Advisor

05/01 – 08/01

- Contacted, built rapport and presented company's products to clients through in home presentations.
- Established customer base through references which resulted in personal summer sales level in excess of \$11,000.
- Trained 18 new employees through field training, and assisted in planning weekly sales meetings.

COMPUTER SKILLS

Word, PowerPoint, Access, Excel, Project, Visio, Outlook, Minitab, SPSS, Claris Works, GroupWise, Advanced Research, Databases, Windows O/S, Macintosh O/S, Internet, Visual Basic for Applications, Structured Query Language, COBOL.