**First and Last Name**

 Phone Number | Professional Email | LinkedIn URL

EDUCATIONd

**Stetson University**,DeLand, FL

**Bachelor of Business Administration**  **GPA: 3.25** May 2025

**Major:** Accounting | **Minor:** Finance

**Valencia College**,Orlando, FL

Associate in Arts, Accounting **GPA: 3.63** Dec 2023

PROFESSIONALEXPERIENCEd

Stetson University, Accounting Department, DeLand, FL Aug 2021 - Present

**Student Employee**

* Monitor departmental email and receive incoming calls/inquires utilizing professional communications skills
* Collect survey responses and compile data into topic-segregated spreadsheets for analysis and strategic planning

Stark Industries,Orlando, FL May 2021 - Aug 2021

**Accounting Intern**

* Developed internal productivity-improving system resulting in nationwide adoption within organization
* Analyzed return exception transactions which uncovered $467,000 of COGS reduction opportunities
* Generated a standardized report for increased visibility in the return exception COGS area
* Presented findings and reported to senior management; made recommendations for successful implementations

Valencia College, Business Office,Orlando, FL Jan 2020 - May 2021

**Student Assistant**

* Performed accounts receivable financial budget maintenance, including offsets, write-offs, and refunds
* Investigated and followed up on aged accounts receivable items to ensure full accountability of capital funds
* Entered deposit receipts and payments to open accounts receivable items utilizing PeopleSoft

CAMPUS & COMMUNITYINVOLVEMENTd

Beta Alpha Psi, Stetson UniversityJan2021 - Present

**Pledge Chair**

* Recruit and establish a welcoming environment for incoming pledges through individual guidance and mentoring
* Organize pledge dinner to encourage networking between 7 new pledges and 23 current members
* Facilitate open communication with all pledges and document overall participation to ensure members meet national requirements for the semester

Volunteer Income Tax Assistance Program (VITA), Stetson University Jan 2021 - April 2021

**Volunteer**

* Provided income tax preparations free of charge to members of the DeLand, FL community and surrounding areas

Women in STEM, Stetson University Sept 2020 - Dec 2020

**Co-Founder/Treasurer**

* Promoted and registered organization strictly adhering to Valencia College student organization guidelines
* Established new organization bank account and effectively managed and balanced a growing budget of $2,400
* Created business plan for fundraisers to sustain organization’s future initiatives

SKILLS d

US GAAP Compliance, Tableau, Proficient in Excel, QuickBooks, and PeopleSoft