

First and Last Name

Phone Number | Professional Email | LinkedIn URL

EDUCATION

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

PROFESSIONAL EXPERIENCE

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 & COMMUNITY INVOLVEMENT

Beta Alpha Psi, Stetson University Jan 2021 - 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

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