

Colleen Thornley

Chula Vista, CA

-Email me on Indeed: <http://www.indeed.com/r/Colleen-Thornley/4f406a0f668fae6d>

Work Experience

Employee

Brooklyn Square Pizza - Township of Jackson, NJ

April 2018 to Present

- Maintain daily reports of transactions, totaling more than \$3,000 daily
- Perform duties as a waitress and support other staff where needed
- Responsible for speaking with customers and accurately entering orders into the POS
- Assist in timely deliveries of customer orders

Audit Intern

Ernst and Young Internship - New York, NY

January 2022 to March 2022

- Obtained client financial information and prepared work papers in excel through use of pivot tables
- Initiated client correspondence in order to test cash balances
- Performed overall analytical review and provided explanations to audit team as to the drivers of the fluctuations
- Diligenced material fluctuations with Senior to assess reasonability
- Understood instructions provided by Senior and Manager to prepare work papers
- Helped Senior tie-out bank statements and trial balances to the financial statements

Education

Bachelor of Science in Finance

Montclair State University - Montclair, NJ

May 2022

Skills

- Cash Register Operation (POS)
- Excel
- Quality Management
- Customer Complaint Resolution and Etiquette
- Mathematics / Critical Thinking
- Cash Handling and Guest Service