

# Charles Stafford

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## EDUCATION

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### **Lehigh University, Bethlehem, PA**

May 2025

Bachelor of Business Administration

Major: Finance & Accounting

## EXPERIENCE

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### *Audit Intern, Ernst & Young, New York City, NY*

June 2023-August 2023

- Actively participated in tasks such as examining financial statements, analyzing internal controls, and testing the accuracy of accounting information.
- Gained hands-on experience in applying audit methodologies, delving into financial processes, regulatory compliance, and risk assessment.

### *Pet Care Professional, Becky's Pet Care, Vienna, VA*

May 2021- January 2023

- Coordinated drive times and scheduling with multiple clients
- Walked and pet-sat a multitude of animals
- Advertised said service to local communities

### *Customer Service Representative, Ben and Jerry's, Vienna, VA*

March 2019-2020

- Duties include serving customers, cashier, catering, cleaning and other duties
- Taking care of Uber orders and providing great customer service

### *Shift Leader, Zinga Frozen Yogurt, Vienna, VA*

September 2018-March 2019

- Made frozen yogurt, cleaned, refilled machines and fixed self-serve machines, shift leader
- Trained new employees to perform said tasks

### *Camp Counselor, Chilmark Community Center, Chilmark, MA*

June-August 2018

- Camp counselor for children ages 3-5,
- Included volunteering for various activities with the community center
- Providing education, team-building, and leadership skills towards campers

### *Dock Hand, Edgartown Boathouse Club, Edgartown, MA*

June-August 2017

- Oiling, refueling, cleaning boats and docking them
- Providing customer service in anticipation such as foods and beverages of boat tours and fishing excursions

## LEADERSHIP

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### *Director of Philanthropy, Phi Delta Theta, Lehigh University*

Jan 2022-Jan 2023

- As our fraternity's philanthropy chair, I am responsible for planning and enacting local community service events for our chapter, Pennsylvania eta. I track our total service hours, budget for any service opportunities off and on campus, and facilitate information for engagement to both brothers and non-brothers.

### *Mentor, Lehigh University*

August 2021-Dec 2023

- I am involved with multiple students in Lehigh's various schools. I approach students through various forms of communications, discuss with them any questions and problems they face in their lives. I Help them build careers and establish long-term connections.

### *Secretariat, National Student Leadership Conference, American University, Washington D.C*

July 2017

- Selected to participate in International Affairs Program, responsible for maintaining and enacting administrative affairs for Model UN council

## ACTIVITIES

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Phi Delta Theta Fraternity, International Business Club, Accounting Club, Relay for Life, CAC (colleges against cancer),

## SKILLS

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Microsoft Excel, Powerpoint, Word, Rstudio, Adobe Photoshop, Budgeting, Planning, CPR, Collaboration