29639 Devonshire Oval

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# About me

* Seeking an internship or co-op in the accounting field to apply my academic knowledge to on-the-job experience
* Student Athlete: Player on the Women’s Tennis Team at both the University of Findlay (Fall 2014) and Cleveland State University (Spring 2015-Fall 2016)
* Tutor for Children in Mathematics, grades K-12 at different schools around the Cleveland Area (June 2013 – Present)
* Volunteer Teaching Assistant at Tremont Montessori School (PreK-8) (2016-2017)
* Amateur Photography: photograph families, sports, professional profiles, nature as hobby

# Education

**Cleveland State University** Bachelor of Business Administration (Accounting)

Expected Graduation: Dec 2019

**University of Findlay** Bachelor of Science (Biology and Chemistry)

Attended: Fall 2014

# Experience

**Abercrombie & Fitch kids Corporation**

Model/Sales Associate | August 2013- June 2014

* Worked at fast pace with considerable amount of individual responsibility to keep stationed area organized and stocked
* Improved workplace communication skills by taking phone calls, greeting, aiding customers
* Developed customer experience while cashing out, checking storage area, helping find items
* Problem solving skills applied with not having enough space in stock room, not being able to find items, shortage of workers

**Peak Performance Tennis Facility**

Associate Tennis Professional | June 2014- September 2015

* Worked with customers of all ages
* Teaching basic, intermediate, and advanced skills
* Increased ability to manage time, creating a manageable schedule for group clinics and private lessons

**Hudec Dental**

Accounting intern | September 2017- Feb 13  **|**  Accounts Receivables | Feb 14 - Current

* Excel data entries and spreadsheet work
* Journal Entries
* Deposit Entries
* Managing accounting software
* Training Accounting Associates
* Creating, running and formatting daily production reports
* Assisted with Payroll
* Aided in finding solutions to more efficient accounting procedures

# Skills and awards

* Bilingual: able to speak Indonesian and American English fluently
* Demonstrated time management skills
* Clear and concise writing
* Basic knowledge of Microsoft Office (Excel, Word, PowerPoint)
* Basic knowledge of Adobe Lightroom and Photoshop
* Capability to work and communicate with others effectively
* Dean’s List at Cleveland State University (Fall 2015)
* Recognized at Athletic Academic Honors Luncheon (Spring 2016)
* Academic Excellence Award (Scholar Athlete) (2015-2016)