

accounts.
Resolved in getting the company 100% caught up with cancellation letters to 1000+ past due accounts.
Managed to get 80% of incoming profits from overdue accounts.
Accounting/Finance Intern
Jul 2013
to
Aug 2013
Company Name
i¼
City
,
State
Retrieved, posted, printed, and inputted journal entries.Assisted with bank reconciliation, and inserting data for company books.
Attentive in handling daily cash sheets, weekly A/P outlays, and running A/R, A/P, and G/L queries in excel.
Main Accomplishments:.

Gained functionally overview of daily operations of Accounting/Finance daily tasks.
Accounting Assistant
Sep 2012
to
Feb 2013
Company Name
i¼
City
,
State
Aided the A/R and A/P department with reconciliation of 100+ invoices per day using excel. Matched, Coded, and batched invoices received and given to me by supervisor.
Created, prepared, and organized files and documents for easy retrieval for my coworkers and supervisor.
Main Accomplishments:.
Helped organize files and folders for Auditors in a timely neat fashion.
Recorded and kept record of all invoices.
Administrative Assistant
Mar 2008
to
Apr 2011
Company Name
i¼
City
,
State
Prepared and sent over 100+ registration papers making sure everyone received timely and complete information.
Managed, filed, organized, and retrieved 1000+ students and staffs files with respect to confidentiality.
Successfully aided in helping 100+ students per week with inquiries regarding registration.
Successfully organized over 200 files for easy access for my supervisor, coworkers and professors.

Education
Bachelor of Science
,
Accounting
May 2014
William Paterson University
i¼
City
,
State
GPA:
GPA: 3.3
Accounting GPA: 3.3
Work History
Company Name
Skills
ACCOUNTING, A/P, attention to detail, bank reconciliation, INTERPERSONAL, data entry, fashion, Finance, general ledger, leadership, letters, access, Excel, Microsoft office, Outlook, PowerPoint, Word, neat, organizational, PeopleSoft, problem analysis, QuickBooks, reconciling, sap, supervisor, tables