**Anthony Richard Scapardine**

6320 Willow Springs Road

LaGrange, IL 60525

[arscapa@gmail.com](mailto:arscapa@gmail.com) 708-692-0256

**EDUCATION**

*Bachelor of Science* GPA: 3.48/4.0

**Illinois State University**, Normal IL 160 credit hrs.

Major: Accounting & Business Information Systems Minor: Criminal Justice

CPA Progress: AUD: Passed- 8/13 FAR: Passed- 11/13 BEC: Passed- 1/14 REG: Passed- 11/14

*Academic Honors*

-Dean’s List Fall 2008 -Department of Accounting Senior Honor Roll 2011

-Awarded LaGrange Civic Association Scholarship -Sigma Alpha Lambda Honors Organization

*Academic Projects*

**Advanced Audit**- Completed an example audit case in which we performed analytical procedures, assessed audit risk, examined A/P confirmations, and performed adjusting entries,

**Organizational Strategy Project**- Conducted semester long analysis of chosen company, analysis included, but not limited to; SWOT, PIECES, competitor analysis, evaluating financial strength, monitoring stock performance, & reviewing corporate governance

**COMPUTER SKILLS**

* Microsoft Excel

- Macros

- Pivot Tables

-VLOOKUP

* SunGard Trust Systems
* Microsoft Visio
* Microsoft Dynamics GP
* Bloomberg Professional
* Microsoft Access

**WORK HISTORY**

**Trade Settlement Specialist-** *GreatBanc Trust Company* *September 2014- Present*

* Ensure equity and fixed income trades are accurate and settled within all necessary systems and reconciled daily
* Research and resolve trade posting errors
* Affirm equity and fixed income trades for settlement
* Follow up on failed trades

**Cash Management Specialist-** *GreatBanc Trust Company* *July 2013 - September 2014*

* Maintain and gather documentation for wire transfers and transactions
* Reconcile bank accounts on a daily basis while investigating and resolving discrepancies
* Process daily outgoing and incoming wire transfers and ACH payments
* Compile monthly outstanding check reports
* Cross-train coworkers and develop procedures
* Prepare month-end reports for internal audit
* Reference OFAC SDN list to ensure accounts are eligible to conduct business

**Ice Hockey Official-** *USA Hockey**October 2012 - Present*

**Intern-** *Car Guy Garage, Inc*. *Summer 2012*

* Managed and updated tracking system matching tracking info w/t orders
* Prepared custom quotes and invoices
* Followed-up on outstanding orders
* Organized and added products to website
* Updated and maintained pricing information

***Customer Service Associate-*** *Watterson Dining Center**January 2010 – May 2013*

**Busser-** *Palmer Place Restaurant**Summer 2010, 2011*

**Grocery Stock-** *Jewel Osco* *June 2006 – January 2009*

* Ensured displays were stocked and performed overstock inventory counts
* Received and inspected incoming shipments