

# Jessica Pettenuzzo

5935 Linda Vista Road • San Diego, CA 92110 • (815) 582-6496 • [jdpettenuzzo@sandiego.edu](mailto:jdpettenuzzo@sandiego.edu)

## QUALIFICATIONS

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- Enthusiastic and personable
- Motivated and reliable; can take initiative and encourage others
- Organized and detail-oriented
- Flexible; full of ideas and think quickly on my feet

## EXPERIENCE

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**Tax Intern** June – August 2016  
Apercen Partners Palo Alto, CA

- Prepare tax returns, research tax law, and discuss documents for client financial planning

**Center for Community, Awareness, and Social Action** San Diego, CA  
Site Coordinator of Bayside Academic Club Sept. 2014-Present

- Organize art-based reflection meetings and events for program workers
- Serve as a liaison between student volunteers, student workers, and staff members

Mentor of Bayside Academic Club Sept. 2013- Aug. 2014

- Assisted 2<sup>nd</sup> grade students with homework, adapt lesson plans, and motivate students

**Web Editor** Sept. 2016-Present  
USD Media San Diego, CA

- Provide updates on website, Facebook, and Instagram for The Vista Newspaper, USD TV, and USD Radio

**Event Planning Intern** Spring 2015-Dec. 2015  
At Your Side Wedding Planning San Diego, CA

- Schedule appointments, research best event options, ensure smoothness of events

**Marketing and Social Media Assistant**  
Picture Bakery Spring 2015- June 2016  
San Diego, CA

- Provide social media updates via website, blog, monthly E-blasts

## SKILLS

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- Microsoft Office Specialist Certified
- Certificate in Business Leadership

## EDUCATION

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**University of San Diego** San Diego, CA  
Bachelor of Accountancy, Psychology Minor Expected Graduation: May 2017  
Honors Program  
Overall GPA: 3.62 Accounting GPA: 3.73

## LEADERSHIP AND COMMUNITY SERVICE

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Accounting Leadership Conferences Summer 2015  
Director of Leadership Networking: Beta Alpha Psi Spring 2016  
Dance Company: University of San Diego Sept. 2014-Present  
Daybreak Homeless Shelter Volunteer 2008-Present (summers)