

Elizabeth Rosado

Jersey City, NJ

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WORK EXPERIENCE

Fixed Asset Accountant intern

New Jersey City University - Jersey City, NJ - December 2003 to May 2007

Responsibilities

Process journal entries

Analyze accounts to determine if they need to be capitalized

Tagged and maintained assets in Fixed Assets Software

Worked on special projects and completed them by deadline.

Accomplishments

Seeking a position as an Accounting where extensive experience will be further developed and utilized.

Detailed-oriented, efficient and organized professional with extensive experience in accounting systems.

Possess strong analytical and problem solving skills, with the ability to make well thought out decision.

Excellent written and verbal communication skills

Highly trustworthy, discreet and ethical.

Resourceful in completion of projects, effective at multi-tasking.

Skills Used

Microsoft Work, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional.

District Sales Manager

Hudson County Community College - Jersey City, NJ - September 1998 to December 2000

Responsibilities

Processed accounts receivable/payable

Calculated,

Implemented training course for new recruits-speeding profitability.

Accomplishments

Detailed-oriented, efficient and organized professional with extensive experience in accounting systems.

Highly trustworthy, discreet and ethical.

Possess Strong analytical and problem solving skills, with the ability to make well thought out decisions.

Excellent written and verbal communications skills

Resourceful in completion of projects, effective at multi-tasking.

Skills Used

Copy machine, fax machine & Microsoft Work, Excel, Access, PowerPoint, Outlook Express.

EDUCATION

B.S., Business Administration and Computer Science. in Specialization in Accounting and Finance

New Jersey City University - Jersey City, NJ
2003 to 2007

B.A., Business Administration and Computer Science. in Specialization in Accounting

Hudson County Community College - Jersey City, NJ
1998 to 2000

ADDITIONAL INFORMATION

Languages: (Speaks, Read and Write Spanish and English)