

Michelle Chamama

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SUMMARY

Full-Time Accounting Position

Diligent accounting graduate seeking an accounting position. Excellent analytical skills, team player, and a quick learner. Organized, goal-oriented, and highly motivated. Able to take initiative, strong work ethic and ready to contribute to your company.

EDUCATION

Touro College, New York, NY

Bachelor of Science in **Accounting/CPA Track (150 Credits)**

January 2015

G.P.A.: **3.6**

Dean's List

Recipient of Touro's Academic Merit Scholarship

September 2011-January 2015

Member, Touro Accounting Society

September 2012-January 2015

Student Member of NYSSCPA and AICPA

Neve Yerushalayim College, Jerusalem, Israel

September 2010-June 2011

WORK EXPERIENCE

Accounting Intern

April 2013-Present

Israel Cancer Research Fund, New York, NY

- Assisted the controller with day to day accounting functions.
- Processed contributions, record expenses, manage all QuickBooks data, collect and organize receipts.
- Helped the controller prepare for the annual audit; as well as assisted with ad hoc accounting projects.

Accounting Intern

Summers 2013 and 2014

Jewish Federation of the Greater Metrowest, Whippany, NJ

- Aided the controller to prepare for the annual audit.
- Entered cash receipts into the MIP system, journalized transactions, categorized and indexed filing system.

Substitute Teacher

September 2011-June 2013

Jewish Educational Program for Youth (JEPY), Livingston, NJ

- Developed and executed lesson plans for thirty children, ages 7-12, pertaining to Jewish culture and customs.
- Controlled classroom setting and maintained proper decorum while promoting positive environment.

SKILLS

Proficient in Microsoft Excel, Word, PowerPoint, MIP, and QuickBooks.

COMMUNITY SERVICE

Volunteer

September 2010-June 2011

Neve Yerushalayim Volunteer Program, Jerusalem, Israel

- Assisted family in need with weekly childcare