

Phillip Mondesir

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Profile:

- Astute individual seeking career opportunities within a progressive organization, one in which education and valuable skills are utilized and a commitment to job performance is enhanced towards the vision and goals of the organization.
 - Strong oral/written communication and interpersonal skills powered by a professional attitude.
 - Thorough in details and resourceful in meeting projected schedules with excellent multitasking skills and works efficiently in a team.
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EDUCATION

Long Island University Brooklyn, NY

Bachelor of Science/ Master of Science in **Accounting** | Graduation: May 2015 |

PROFESSIONAL EXPERIENCE

MTA Headquarters- Business Service Center

April 2013- Present

Accounts Payable Intern

- Process invoices in match exception ensuring that all receipts are accurately matched before payments
- Process invoices into People Soft after retrieving and reviewing IPM scanned documents
- Review and analyze high volumes of purchase orders to resolve issues, and inquiries regarding invoices
- Research and resolve vendor inquiry and assist NYCTA manager with vendor issues
- Assist with the prompt payments end of year project and other special departmental projects
- Address pricing, material, delivery, and payment discrepancies with vendors according to purchase order agreement stipulations.

Volunteer Income Tax Assistant (Vita Program)

April 2012- Present

Tax assistant

- Interview taxpayer to determine if all income, deductions and allowable credits are claimed.
- Prepare tax returns using IRS-provided software
- Maintain confidentiality of taxpayer information.

H&M Departmental Store, New York, NY

May 2011- May 2013

Sales Advisor/Cashier

- Reconciled cash drawer at the end of each shift and assisted in year-end inventory.
 - Maintained an awareness of all promotions and advertisements to improve customers' relationship
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VOLUNTEER EXPERIENCE

LIU Brooklyn Ryan Lee Basketball Classic Tournament

April 2012- Present

- Assisted in creating basketball tournament for deceased fellow LIU Brooklyn student

LIU Brooklyn Black Student Union, Brooklyn, NY

November 2012-December 2012

- Collected foods and other toiletries for Downtown Brooklyn residents affected by Hurricane Sandy
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EXTRACURRICULAR ACTIVITIES

LIU Brooklyn, Black Student Union/ Treasurer

September 2011-June 2014

- Manage club budget of approximately \$3,500 and direct all club fundraisers, such as raffles, and basketball tournaments
- Organize events such as Panel discussions, speed-dating, and forums

LIU Brooklyn Student Government Association, Finance Committee

April 2011- June 2014

- Record and distribute detailed minutes for all meetings and review monetary requests for chartered clubs and organizations.
 - Approve and allocate appropriate funds for budget requests for over 100 student organizations at LIU Brooklyn
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LANGUAGE SKILLS

- Fluent in Haitian Creole; Intermediate in French

COMPUTER SKILLS

- Proficient in Microsoft Office Word, Excel (Macros, tables), PowerPoint and QuickBooks; Microsoft PeopleSoft