

Charles Harry

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Education

Kean University

Candidate, Bachelors of Science in Finance

GPA: 3.6/4.0

Union, NJ

2012-Present

Centennial College

Account C. G. A.

Coursework: Financial Accounting Level 1 , Economics Level 1

Toronto, CA

Jan 2011-2012

Duke University

Studies for a Bachelor of Arts in Psychology

Minor: Political Science, Religion; Certificate: Marketing

Durham, NC

Aug 2004-May 2007

Work Experience

Project Cost Accountant Intern

Tomar LLC

East Brunswick, NJ

June-September 2014

Assisted the Project Manager in all areas necessary to ensure accurate project cost reporting and EAC projection

Generated and maintained monthly EAC (Estimate at Completion) Project Summary for all budget transfers and customer changes

Generated and maintained SOV (Schedule of Values) for monthly invoicing to customer as well as for subcontractor invoicing

Provided cost analysis and forecasting for various projects as required

Package Handler

UPS, Ltd.

Parsippany, NJ

October 2013- January 2014

Loaded and unloaded packages on conveyor belts and delivery trucks with efficiency

Moved, stacked, and stored materials according to instructions

Packed and sealed products and materials with attention to quality and performance

Host and Server

International House of Pancakes

Newark, NJ

November 2012- March 2013

Greeted guests and delivered excellent customer service to create a friendly atmosphere

Delivered food and drink to guests using IHOP's team delivery system, observing the table and providing quick and accurate service

Additional Experience

Concierge

Toronto, ON

Garda April 2011 – March 2012
Provided information, lookout services, and public assistance and prepared routine reports

Kitchen Hand, Polisher, and Server Toronto, ON
Oliver & Bonacini Restaurant July 2010 – April 2011
Assisted cooks in preparing and storing food, maintaining a clean work environment, and prioritizing food hygiene and safety

Summer Intern Clerk Newark, NJ
Metro Housing June -August 2007
Provide quality service to internal and external customers by providing prompt, accurate and professional resolution to telephone, online and written inquiries
Filed and sorted clients and company's documents
Created relationship with the customers by identifying and discussing the appropriate match between customer needs and available services.

BSA Mentor Durham, NC
Duke University September 2005–January 2006
Introduced prospective students to undergraduate campus life structures
Provided on call assistance and daily coaching for first year students

Qualifications:

Proficient in MS Office Suite (Excel, Outlook, PowerPoint, Word), Microsoft Access
Working knowledge of Adobe Photoshop, Cost Accounting, Event Planning and Management