

Latrics Giddings
165 East 32 Street Brooklyn NY 11226, Tel: 347-423-9025.
giddingslatrics90@gmail.com

OBJECTIVE

To employ my educational, analytical and technical skills with the intention of securing a professional career in accounting with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

EDUCATION

Monroe College, New Rochelle NY

Bachelors of Business Administration, expected August 2016

Major: **Public Accounting, Cumulative GPA 3.9**

Honors/Awards

2015 NABA National Scholarship Recipient

Monroe College President's List 2013-2015,

Recipient of ALPFA Academic Achievement Award 2014

Recipient of the John Milavec Memorial Award 2013

SKILLS & ABILITIES

Proficient in QuickBooks and Sage 50 Accounting Software

Proficient in Microsoft Office (**Excel**: Formulas, Pivot Tables and Macros, **PowerPoint**, **Word**)

2014 Advanced and Basic VITA/TCE Tax Certificate

EXPERIENCE

Global Strategy Group LLC, New York NY

06/2015- 08/2015

Finance Intern

- Maintained Bank Reconciliation Statement of over two million dollars throughout the duration of the internship.
- Prepared Payroll and Employees Benefits statements for an office of 80 members.
- Examined and reviewed balances of individual accounts and financial statements, documenting and reporting on budget variances to controller.
- Reviewed company contracts involving vendors and clients, before final signing process.
- Prepared Payroll and Employee Expenses Reimbursement Statements for Year to Date 2015 and 2014.
- Participated in finance department weekly meetings which were focused on strategic financial planning of growth opportunities for expansion into various geographic markets and brand name expansion into new markets. In addition, securing the financial efficiency of the company by examining the cash flow and the rate of collections on Accounts Receivables.
- Instrumental in the advent of accounting software Concur Invoice

Drayton Enterprise Tax & Accounting Services Inc. Bronx NY

04/2015- 06/2015

Accounting Clerk

- Prepared Bank Reconciliation for clients and reported on variances in quarterly costing reports.
- Maintained accounting records and filled documents.
- Manage financial departments with responsibility for Budgets, Forecasts, Payroll, Accounts Payable and Receivable.

Jackson Hewitt Tax Services, Brooklyn NY

01/2015- 03/2015

Tax Preparer

- Prepared and reviewed income tax returns for individual clients and advised against potential tax liabilities.
- Educated clients on the tax implications of the Affordable Care Act.
- Protected organization's value by keeping client information confidential.
- Counseled clients on variety of tax issues which included relevant filing status and requirements for earned income credit.

ABC TV Network "The Chew", New York NY

01/2014-01/2014

Accounting Assistant

- Coordinated payroll function for 150 employees within The Chew
- Performed accounting payable function for company expenses
- Prepared and entered recurring ledger entries and prepared financial statements.

PROFESSIONAL ORGANISATIONS/VOLUNTEER ACTIVITES

Association of Latino Professional in Accounting

04/2014- Present

Secretary

- Elected by my fellow students to the Executive Board.
- Work with School of Business and Accounting to help promote internal ALPFA as well as external employer events to accounting students.
- Maintain filing inventory procedures for over 200 student members.
- Communicate with individuals within the organization as well as external speakers and presenters.

Advanced Accounting Auditing Project on General Motors

09/2014-12/2014

Leader of Group 4

- Confirmed members' ideas emphasized the facts and encouraged further discussions in order to complete the project.
- Kept the team focused on the plan while evaluating the progress and making modifications to the plan accordingly.
- Maintained the morale of the members in an encouraging environment in order to preserve communication.

National Association of Black Accountants, Member

01/2014- Present

American Institute of Certified Public Accountants, Student Member

09/2014- Present

Omni Toast Masters International Group, Member

05/2015- Present

