

Rana S. Razavi

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Objective To obtain a challenging entry level position in the Accounting industry.

Education **Wilkes University**, Wilkes-Barre, Pennsylvania
Jay S. Sidhu School of Business and Leadership
Major: Business Management Minors: Marketing/Accounting
Date of Graduation: May 2008
GPA: 3.4 Dean's List Recipient

Pace University, New York, New York
Lubin School of Business
Major: Accounting In Progress
Anticipated Date of Graduation: December 2009

Experience

9/09- Present **Madison Square Garden** **Accounting Intern** **New York, NY**

- Assists with completion/assembly of quarterly forecast and budget books
- Prepare for year-end audit, and the coding/entering of accounts payable
- Arrange journal entries and analyzing P & L accounts
- Facilitate with monthly closing duties

5/09-9/09 **Blackbook Media Corporation** **Accounting Intern** **New York, NY**

- Daily QuickBooks application for journal entries and bank reconciliations
- Filing of expense reports, vendor checks, and accounts payable
- Organization of monthly magazine's advertisement billing reports

6/07-8/07 **Scholastic, Inc.** **E-Marketing Intern** **New York, NY**

- Extensive involvement with technological applications: Excel, Dream Weaver, Dream Epsilon, and PowerPoint
- Presented projects in a professional atmosphere
- Interaction and participation in team meetings
- Researched and developed effective marketing campaigns

5/05 –5/06 **Gap, Inc.** **Sales Associate** **Wilkes-Barre, PA**
Wilkes-Barre, PA

- Expedited cash transactions quickly and accurately
- Worked to improve SKU management, pricing, marketing, brand loyalty, and advertising
- Managed and controlled inventory
- Increased customer service skills and problem solving skills

6/04 – 5/08 **Micron Plus, Inc.** **Administrative Intern** **Wilkes-Barre, PA**

- Updated consumer inventory analysis databases
- Monitored and researched local and national use of company's product line
- Assisted in continuous business improvements including public relations and advertising

Honors & Activities

- National Society of Leadership and Success, and University of Dreams Internship Program, NYC
- Personal and Professional Development Program, National Honors Society, and Big Brother & Big Sister
- Multicultural Club, Iranian American Cultural Association, and Fluency in Farsi and French Languages

Internship Qualifications and Capabilities

- Thorough and comprehensive undergraduate business management, marketing, and accounting studies, including courses in Production Management, Retail Industry, Advertising, Business Statistics, Managerial Finance, International Business, and Economics
- Experienced in presentation creation and delivery, teamwork, client contact roles, and business analysis, particularly SWOT analyses, inventory management, and total quality management

- Knowledgeable with using all Internet applications, Word, Excel, and PowerPoint for business analysis, data collection, organization, writing, presentation-focused projects, and advertisements

References Available Upon Request