

Chelsea Wiener

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EDUCATION:

West Chester University of Pennsylvania, West Chester, PA

Pursuing Bachelor of Science in Accounting and Bachelor of Science in Finance

- Expected graduation date: August 2015 (will have 150 credit hours completed upon graduation)
- AACSB Accredited Business School Program
- GPA: 3.3

Delaware County Community College, Media, PA

Graduated in August 2012 with an Associates of Arts in Business Administration

- Dean's list from Spring 2011 to Summer 2012

JOB EXPERIENCE:

Avatar Environmental, West Chester, PA, Accounting Intern/Admin – October 2014 to Present

- Assisting in preparing employee timesheets for payroll
- Deposited accounts receivable checks
- Entered bills, invoices and payments into BillQuick

Voya Financial (formerly known as ING), West Chester, PA, Accounting Intern – February 2014 to May 2014

- Approved travel expense reports
- Reported of month end budget variance
- Posting of various month end journal entries

Stratus Interactive, West Chester, PA, Accounting/Finance Intern– September 2013 to December 2013

- Conducted daily reoccurring bookkeeping transactions
- Reconciled bank and credit card transactions
- Researched various accounting software

A Duie Pyle, West Chester, PA, Biller – May 2012 to Present

- Typing up very detailed information on bill of lading accurately
- Gaining stronger ability of attention to detail
- Strengthening ability to understand computer system

United Savings Bank, Media, PA, Bank Teller – January 2011 to August 2012

- Became accountable for making all bank transactions
- Established ability to handle large amounts of cash
- Gained experience in selling and recommending various bank items (opening accounts, CDs, safety deposit boxes, etc.) to customers
- Scrutinized checks for fraud or laundering

Wal-Mart, Exton, PA, Cashier and Customer Service Desk Representative – December 2008 to December 2011

- Conducted accurate cash tendering transactions
- Answered customer questions on the phone and in person
- Handled customer returns

K-Mart, Exton, PA, Cashier – June 2007 to June 2008

- Conducted accurate cash tendering transactions
- Balanced drawer at the end of the night

SKILLS:

- Open and distribute mail
- Customer service and interpersonal communication skills
- Fundamental sales experience
- Screen/transfer calls on a multi-line business phone system; relay messages
- Type letters and memos, send and receive faxes
- Proficiency in Microsoft Word and Powerpoint
- Advanced skills in Microsoft Excel (V & h-lookup formulas, pivot tables, data analysis)
- Fundamental knowledge of Quickbooks and BillQuick
- Fundamental knowledge of posting journal entries on Oracle PeopleSoft