

## ***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**