805 Mt.Auburn st. #12 **A**.**Reza Esmaiilzadeh**  (617) 678- 4853

Watertown, MA 02472 rezaezadeh315@gmail.com

**Education**:

* Quincy College, Quincy, MA Jan 2011- Dec 2012

Accounting Associate (A.S.)

GPA: 3.47 / 4.0 – Cum Lauda

* Arak University, Arak, Iran 1995 - 1999

Bachelor of Science (B.S.) in Chemical Engineering

**Professional Experience**:

* Quincy medical center (QMC) –Health & research Dep. Sep 2012 – Dec 2012

Assistant Manager as an Intern

* Collect and statistically analyzing health information and data in south shore area ,and also create the community health needs assessment based on:
* Access to health of the community
* Realty check and evaluation plan
* Integrate into the regional health plan
* Modaressan Sharif Academic Institute, Tehran, Iran 2003 – 2009

Financial Manager

* Planned, organized, analysis, financial and administrative control.
* Assisted with accounts receivable and payable and completed expense reports.
* Compiled, entered, and posted monthly adjusting journal entries.
* Assisted with payroll monthly journal entries and reconciled monthly reports.
* Tehran Industrial company - Tehran, Iran 2000 – 2003

Internal Manager

* Managed all aspects of a competitive business, including: client service, sales ,accounting, Hiring, training .
* Performed internal audits of accounts payable, payroll distribution, fixed assets, and cash.

**Activities**

* Experience in financial analysis, managerial, and budget evaluation.
* Experience in staff Management and distribution financial of resources.
* Ability to work with MS Word, Excel, Access, PowerPoint, and also significant experience with using and performing academic software.
* Languages: English and Persian (Farsi).
* Achieved an academic scholarship (award) for Fall 2012 ($500).