**Michelle Chamama**

77 Woodland Avenue **•** West Orange, NJ 07052 **•** (973) 592-7664 **•** Michelle.Chamama@gmail.com

**SUMMARY**

**Full-Time Accounting Position**

Diligent accounting graduate seeking an accounting position. Excellent analytical skills, team player, and a quick learner. Organized, goal-oriented, and highly motivated. Able to take initiative, strong work ethic and ready to contribute to your company.

**EDUCATION**

**Touro College**, New York, NY

Bachelor of Science in **Accounting/CPA Track (150 Credits)** January 2015

G.P.A.: **3.6**

**Dean’s List**

Recipient of Touro’s Academic Merit Scholarship September 2011-January 2015

Member, Touro Accounting Society September 2012-January 2015

Student Member of NYSSCPA and AICPA

**Neve Yerushalayim College**, Jerusalem, Israel September 2010-June 2011

**WORK EXPERIENCE**

**Accounting Intern**  April 2013-Present

Israel Cancer Research Fund, New York, NY

* Assisted the controller with day to day accounting functions.
* Processed contributions, record expenses, manage all QuickBooks data, collect and organize receipts.
* Helped the controller prepare for the annual audit; as well as assisted with ad hoc accounting projects.

**Accounting Intern** Summers 2013 and 2014

Jewish Federation of the Greater Metrowest, Whippany, NJ

* Aided the controller to prepare for the annual audit.
* Entered cash receipts into the MIP system, journalized transactions, categorized and indexed filing system.

**Substitute Teacher** September2011-June 2013

Jewish Educational Program for Youth (JEPY), Livingston, NJ

* Developed and executed lesson plans for thirty children, ages 7-12, pertaining to Jewish culture and customs.
* Controlled classroom setting and maintained proper decorum while promoting positive environment.

**SKILLS**

Proficient in Microsoft Excel, Word, PowerPoint , MIP, and QuickBooks.

**COMMUNITY SERVICE**

**Volunteer** September 2010-June 2011

Neve Yerushalyim Volunteer Program, Jerusalem, Israel

* Assisted family in need with weekly childcare