

NICOLASA PENA

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Objective

An accounting position where my excellent analytical skills, technical skills and management experience will help to improve the company's profitability

Skills

- Excellent managerial and communication skills including strong presentation skills and experience
- Journal entries, ledgers, trial balances, income statements, and balance sheets
- Computer Skills: Windows and Mac systems, Word, Excel, PowerPoint, Outlook, Internet research
- Type 50 words a minute
- Bilingual, fluent in English and Spanish

Work Experience

Assistant Manager, Walgreens Pharmacy Buffalo, NY and Middletown, CT, Jun 2005-Dec. 2009

- Managed and delegated work to employees while providing excellent customer service
- Made sure financial activity was balanced at all times; ensured the computer's end-of-day totals were balanced with registers' end-of-day totals
- Closed down store, which involved: counting down all registers, separating money earned for the day from money that must stay in the registers, ensured store was in good condition for the opening on the next day

Secretary for Offices of Mark Worrell, Emily Trott, Karen Korkuc & Michael O'Rourke Buffalo, NY, Jan 2004-Nov. 2004

- Typed, faxed and mailed correspondence to clients, courts and attorneys for four attorneys
- Served as receptionist, answered four busy phone lines at once
- Ordered office supplies and provided general office support as needed
- Translated correspondence received from Spanish speaking clients
- Scheduled appointments and court dates

Administrative Assistant (Internship), Atlantic Corridor USA Buffalo, NY, Jan 2003-April 2003

(A non-profit that formed a transatlantic network to link NAFTA-and EU-based businesses and educational institutions)

- Organized documents, data entry, typed letters for CEO, answered several phone lines simultaneously

Cashier, Tops, Inc. Buffalo, NY, Jun 1998-Jan. 2001

- Provided outstanding customer service; served as backup customer service assistant manager when other assistant managers were unavailable

Education

D'Youville College, B.S. Accounting Buffalo, NY, Aug 2005

Bryant and Stratton College, A.S. Accounting and Legal Administrative Assistance Buffalo, NY, Aug 2003
Summa Cum Laude

Awards

John T. Kennedy Memorial Award of Buffalo Area Chapter of New York State Society of Certified Public Accountants for the highest Junior GPA Apr 2004

Invited into the Book of Who's Who for College Students 02 Jan 2004

National Vocational Technical Honor Society Certificate Award Jul 2002

References available upon request