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| 2063 Memorial Dr. Apt.24 Chicopee, MA 01020 |
| Phone (413) 534-1112 • E-mail sarah wernick7@gmail.com |

**Sarah Wernick**

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| **Summary of qualifications** | |
|  | 1. **Experienced customer service representative in the retail and financial sectors** 2. **Financial reporting for small business** 3. **Skilled inside sales representative** 4. **Tax advisor for individual tax preparation** 5. **Computer literate : Peachtree, Microsoft Word & Excel** |
| **Education** | |
|  | 1. **Bentley University**; Waltham, MA **Bachelor of Science Marketing Management** 2. **Holyoke Community College**; Holyoke, MA **Associate Degree in Accounting**- Present |
| **Professional experience**    1993- Present H & R Block, Holyoke MA (year-round 2005-2008)  **Senior Tax Advisor**  Compile financial data and prepare tax forms in accordance with the federal and state laws.  Provide audit assistance for the clients in order to resolve federal and state tax conflicts.  Assist clients with tax planning.  Complete annual training on updated rules and filing procedures. | |
|  | January 2011-April 2011  Steven Koltz Accounting, Longmeadow MA  **Office Assistant**  Year end recording of revenue and expenses for small business.  Assist with client scheduling.  Respond to client inquiries.  1991-August 2004 Wernick Furniture Co Inc., Holyoke, MA  **Office Manager**  Responsible for sales of household furnishings in a retail store.  Respond to inquiries, coordinate deliveries and resolve problems.  Responsible for accounting support; including payroll, tax reporting.  AP/AR and collections.  1988-1990 Markline Business Products, Waltham, MA  **Marketing Representative/ Inside Sales Representative**  Increased sales of office equipment and enhanced client relations through telephone marketing.  Created and distributed promotional literature to active accounts.  Provided product information, monitored billing and shipping. |