**Mariya Yusenko**

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**Objective:**

A position in accounting/finance that will utilize my skills, abilities and experience.

**Education:**

American International College, Springfield, MA, August 2011

Bachelor of Science in Accounting

G.P.A: 3.5

**Skills Profile:**

* Self motivated and fast learner
* Extremely detail oriented
* Extensive knowledge of the general accounting process
* Comprehensive knowledge of accounts payable
* Excellent communication and problem solving skills
* Good organizational skill and ability to work in a team as well as independently
* Highly trustworthy, discreet and ethical

**Work Experience/Employment:**

**Lia Auto Group, Enfield, CT (January 2004 to August 2011)**

Accounts Payable/Office Administrator

* Prepared monthly journal entries and account analysis
* Responsible for monthly reconciliations
* Processed check request and daily bank deposits
* Arranged all invoices to match up with purchase orders (volume of 400 invoices per week using Reynolds & Reynolds software)
* Supervised and monitored accounts to ensure up to date payments
* Responsible for vendor file maintenance and reconciliation of payments
* Assisted office manager in month end closing
* Provided telephone customer support
* Handled all cash, check, and credit card transactions

**Accounting Internship, Kame Tool Company, Chicopee, MA (May-August 2010)**

* Performed accounts payable functions for company expenses
* Managed vendor accounts
* Performed general office duties and administrative tasks
* Maintained up-to-date confidential customer files
* Provided telephone customer support

**Special Skills:**

**Computer:**

* Proficient in Microsoft Excel, Word, PowerPoint, Reynolds & Reynolds, QuickBooks, and Peachtree

**Languages:**

* Russian
* Ukrainian