**Matthew R. Budney**

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**OBJECTIVE**

Motivated to seek full-time employment in the field of accounting.

**QAULIFICATIONS**

Computer Skills: Experience with Microsoft Excel, Word, Access, and SAP.

Personal Skills: Goal-oriented, organized, multi-tasking and problem solving skills.

**WORK EXPERIENCE**

**Accounting Assistant.** Western New England University Controller’s Office**.** Springfield, Massachusetts. April 2009-Present.

* Work 10+ hours a week while going to school full-time.
* Assist with the month end process by entering journal entries and encumbrances.
* Maintain spreadsheet to reconcile retirement contributions, both employee and employer, on a pay period basis.
* Reconcile various accounts on a monthly basis.
* Create spreadsheets required to track various payroll deductions such as gifts to the university.
* Assist Payroll Manager and Staff Accountant with special projects when needed.
* Works well with others as well as independently and takes direction well.
* Possesses understanding of Accounting terminology and principles.

**Laborer.** Extech LLC. Deep River, Connecticut. Summer of 2008, 2009, 2010, 2011

* Worked full-time during the summer months.
* Climbed water tanks to inspect the interior and exterior of the tank.
* Cleaned the workshop.
* Cleaned the interior and exterior of the water tanks.

**EDUCATION**

Western New England University, Bachelor’s Degree in Accounting

* Springfield, Massachusetts, Graduation May 2012
* Western New England University Accounting Club
  + Meetings with alumni that recently entered the Accounting/Finance industry and their companies they work for.