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Norwalk, CT 06855 919-357-2872

**Jordan Kalmanides**

**SKILL PROFILE**

Significant work experience while pursuing undergraduate degree.

Strong analytical skills and extensive knowledge of accounting principles.

Works well independently and in a team environment.

Proficient in Microsoft Word, Excel, PowerPoint, Outlook and EDI.

**EDUCATION**

**Elon University,** Elon, NC Graduation: May 2012

Bachelor of Science, Business Administration

**Major:** Accounting, with a concentration in Finance

**WORK EXPERIENCE**

**Kalman Packaging, Inc,** Graham, NC August 2007 – January 2012

*Junior Accountant*

Supported the general accounting function of a US plastics manufacturer.

* Conducted monthly bank reconciliation
* G/L account analysis of out-of-balance conditions
* Payroll processing
* Assisted with annual audits and cost reports
* Recorded cost information for use in controlling expenditures
* Conducted physical inventories and reconciled finished goods inventories

**Becton Dickinson,** Burlington, NC Summer 2010

*Accounting Intern*

Special projects intern for global medical device manufacturer.

* Analyzed customer ordering trends
* Prepared data analysis of customers utilizing nation-wide sales data for 2009

**Sports Endeavors,** Mebane, NC Summers 2009, 2011

*Order Picker*

Managed order completion for large sports apparel and equipment distributor.

* Picked and readied orders for shipment
* Checked completed orders against pick list for accuracy

**ACTIVITIES**

* **Education Assistant,** Storm Water Management Department, Chapel Hill, NC
* **Volunteer Teacher’s Assistant,** Kings Highway Elementary School, Westport, CT
* **Therapy Dog Handler,** Clare Bridge of Cary – Alzheimer’s Home, Cary, CT
* **Meal Preparer/Server,** Interfaith Counsel’s Community House Shelter, Chapel Hill, NC