**Amalia Bodea**

**117 Lafayette St.**

**Milford, CT 06460**

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**Objective**

I am seeking to advance my career and knowledge in Business Administration Accounting and work hard as an accountant to improve the company’s business.

**Experience**

**Overhead Accounts Payable**

**The YoFarm Company,** Naugatuck, CT(January 2008 – May 2011)

* Recording entries
* Keeping records of outgoing money
* Monitor accounts to ensure payments are up to date
* Correspond with vendors and respond to inquiries
* Managing daily and monthly accounts payable
* Produce monthly reports and assist in month end closing
* Experience in purchasing function

**Assistant / Bookkeeping**

**Connecticut Orthopedics,** Milford, CT (January 2007 – September 2008)

* Answering phone calls
* Data entry in the system
* Scanning and filing of charts
* Helping patients fill out required forms

**Education**

**Southern Connecticut State University** (January 2009 – May 2011)

Bachelor of Science in Business Administration Accounting

**Gateway Community College** (September 2006 – December 2008)

Associates Degree in Business Administration: Accounting

**Activities**

* Volunteering: Vita Tax Program, Presidential Campaign, Church Events and work Shadowing.

**Qualifications**

* Experience**/**knowledge in: Microsoft Office, MAS200/90, Quick Books, SAP
* Knowledge of relevant computer applications, 3 years accounts payable & general accounting experience, an outstanding interpersonal and communication skills.
* Quick to absorb new information, effective at multi-tasking.