**Maria F. Palacios**

**23 Kenneth Street Apt. # 4B • West Haven, CT 06516**

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**~ Accounting Graduate Seeking Career Launching Opportunity ~**

**PROFILE**

Well-organized and efficient at multitasking. Energetic, focused and detail-oriented. Bilingual - English and Spanish. Strong interpersonal and communication skills, verbal and written. Outstanding customer service ability. Familiar with both Mac and PC. Software skills include Word, Excel, PowerPoint, QuickBooks and Internet savvy.

**CORE SKILLS**

• Accounts Payable • Accounts Receivable • Billing • Bookkeeping

• Cash Control • Expense Reports • Inventory • Payroll

**EDUCATION HISTORY**

SOUTHERN CONNECTICUT STATE UNIVERSITY

New Haven, CT

**Bachelor of Science in Business Administration**

**Concentration: Accounting**

Member of the Accounting Society

December 2011 Graduate

**CAREER PROGRESSION**

El Amigo Felix Restaurant- New Haven, CT 2011 - Present

**Per Diem- Bookkeeper**

* Preparing a weekly and monthly report of sales and expenses for the owner to revise and approve.
* Writing checks for payment to outside food and supply accounts.
* Maintaining a detailed and organized checkbook ledger.
* Revising time cards to make sure employees are recording their hours according to their schedules.

## H&R Block- Bridgeport, CT 2010 - Present

## Seasonal- Tax Associate

* Preparing tax returns and supporting schedules for individual tax payers and small businesses for the IRS to review and approve.
* Cooperating in marketing campaign to attract new clientele to the H&R Block brand.
* Calling clients to ensure all their questions and concerns were fully answered and thanking them for coming back this tax year.
* Making sure my tax return goal is met by the end of the season by assuring all my clientele was satisfied with my service.