Lindsey A. Schmidt

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203-278-2334

**EDUCATION:**

Bachelor of Science in Business Administration

Concentration in Accounting

Southern Connecticut State University (December 2011)

**WORK EXPERIENCE:**

**Accountant Assistant** at Southern Connecticut State University (New Haven, CT)

(September 2009 – December 2011)

Assisted with reconciling daily and monthly bank statements and preparing journal entries. Updated various financial spreadsheets on a daily basis using Excel. Performed a variety of office tasks such as copying, scanning, filing, and data entry.

**Lab Technician** at Schick Wilkinson Sword (Milford, CT)

(August 2003 – April 2006)

Performed specialized testing on developmental products to evaluate quality and reliability. Prepared reports using Excel to disclose results of testing to quality engineers. Enhanced organizational skills, troubleshooting aptitude, and time-management skills by completing assignments with limited direction and strict deadlines. Worked as both a leader and a team member while performing job responsibilities.

**Seasonal Sales Associate** at Yankee Candle Company (Waterbury, CT)

(2003 – 2004 Holiday Season)

Greeted and assisted customers. Replenished merchandise on shelves as needed. Developed organizational skills along with customer service abilities by working in a fast-paced environment. Addressed the unique needs of customers.

**TECHNICAL SKILLS:**

Proficient in **Microsoft Windows, Word, Excel, PowerPoint, and Outlook**. Experience using **QuickBooks, OneNote, Acrobat, LiveCycle, Photoshop, and Paint Shop Pro**. Strong verbal and written communication skills. Accurate, efficient, and detail-oriented.

References are available upon request.