**Kristen L. Prestileo**

31 Clearview Drive, South Windsor CT 06074 860-539-8463 prestileo.k@gmail.com

**SUMMARY** Strong team player with qualities of leadership, seeking a position

to achieve maximum success.

**EXPERIENCE** **Technical Marketing Service, Inc.** South Windsor, CT

**(Precision Electric Motor Sales)** 2005-Present

Company Merger December 2010

*Office/Accounting Manager*

* Provided financial statements and QMR for company merger worth $15M.
* Responsible of accounts receivable and payable for over

300 customer accounts.

* Create and distribute customer invoices and provide customer service.
* Provide month and year-end financial statements for company owner.
* Work closely with accountant on financial statement analysis for company worth over $10M.
* Led training for company staff on Prophet 21 computer software.
* Manage and maintain credit & warranty department.

**EDUCATION Central Connecticut State University** New Britain, CT

B.S. Accounting

December 2011 (expected graduation)

**SKILLS** Proficient in QuickBooks and Microsoft Office

**GROUPS The Accounting Society** New Britain, CT

*Member*2007-Present

**VOLUNTEER South Windsor Recreation Department** 2007-2009

*Girl’s Head Basketball Coach*

**CT Rage Amateur Athletic Union Basketball** 2008-2009

*Assistant Coach*