**SUMMARY**

Highly ambitious future public accountant with a profuse amount of emotional intelligence. Pursuant of dual degrees, excellent at multi-tasking, working under pressure and time management. Knowledgeable of Microsoft applications such as Word, Excel, and PowerPoint. Intermediate level Python programmer.

**EDUCATION**

Brooklyn College, City University of New York

***Bachelor of Science in Accounting, Business Management & Finance*** Degree expected: Dec 2019

**GPA: 3.7**

Relevant Coursework**:** Cost and Managerial Accounting, Income Taxation, Advanced Financial Accounting, Accounting Information Systems

**PROFESSIONAL EXPERIENCE**

Saint Albans, NY May 2015 – Present

***Shoe Sales Associate***

* Executed 20 sales per month on popular auction websites.
* Hired and supervised freelancers on the development of software that increased the success rate on services provided
* Maintained a clientele total of 34 customers while surpassing a selling rating of 250 points on the GOAT selling app. A rating of 250 is earned by selling over 100 sneakers that past inspection
* Created top of the line software to retrieve highly-demanded products using Python
* Kept excellent record of inventory and transactions
* Added value through professional customer service skills while maintaining a high tolerance of ambiguity for customers that were unfamiliar with the ecommerce shopping process, delay in shipment and the whereabout of items purchased
* Performed all packaging and shipping duties of over 1,000 goods

***College Archive***  January 2015 – May 2015

* Handled over 20 archival research queries per week. Satiated said queries by searching through the college's extensive archival database for documents that would be beneficial to the research.
* Prevented the destruction of thousands of college archival records by transferring hundreds of documents from old damaged boxes to new acid-free boxes that would slow down deterioration.
* Updated computer archives and database when new archival documents arrived.
* Expedited upper level archivists task by providing clerical duties such as photocopying, scanning and faxing.

**VOLUNTEER**

Harlem, New York January 2016 – August 2016

*New York Cares*

* Renovated shelter for homeless individuals that had the capacity for 30 individuals
* Provided 500 warm meals to homeless individuals within the vicinity of Harlem
* Aided in efforts to renovate several gardens located within Harlem