

Zachary Allain

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EXECUTIVE SUMMARY

Current Finance major at the University of Central Florida with 2 years of professional work experience in customer service and accounting. Working knowledge in managing accounts payable and receivable functions, reconciling financial statements, and preparing journal entries. Heavily experienced using advanced functions of Excel to streamline financial analysis. Excellent reporting, record keeping, and relationship-building abilities.

EDUCATION

University of Central Florida, Orlando, FL

May 2024

Bachelor of Science in Business Administration, Finance – GPA: 3.2

Achievements/Awards: *Florida Academic Scholar Award Recipient (Full-Tuition Scholarship)*

RELEVANT COURSEWORK

- Personal Finance and Investments
- Computer Fundamentals for Business
- Business Finance
- Management of Organizations
- Intermediate Accounting
- Principles of Financial Accounting

PROFESSIONAL EXPERIENCE

Lee Hecht Harrison – Orlando, FL

June 2022-Present

Accounting Intern

- Oversaw balance sheet across cash accounts, accounts receivable, accounts payable, and deferred revenue.
- Prepared various journal entries for balance sheet issues, including re-classifications, accruals, and adjustments.
- Maintained company general ledger reconciliations for monthly, quarterly, and annual reports.
- Streamlined financial analysis with the use of XLOOKUP, SUMIFS, INDEX MATCH, Pivot Tables, etc.
- Performed research on variance accounts in order to assist with budgeting and financial forecasting.
- Communicated with the Accounts Payable and Accounts Receivable Managers to track pending invoices.

Jenks Pizza – Jacksonville, FL

May 2021-August 2021

Restaurant Server

- Maintained positive guest interaction while juggling multiple tasks simultaneously efficiently and quickly.
- Performed cashiering functions by closing checks and preparing end-of-day reports through POS System.
- Acquired new hires and trained them on best practices and provided feedback to improve customer satisfaction.
- Consistently achieved high check averages through suggestive selling based on specific interests of customers.
- Assisted coworkers in rush-hour periods by taking extra customer orders and bringing out prepared dishes.

ACADEMIC PROJECTS

Vessel Propulsion Design

Spring 2021

University of Central Florida

- Prototyped and constructed a makeshift boat for an undergraduate university engineering design competition.
- SolidWorks was utilized to create an initial 3D design which was then analyzed through simulation to improve structural performance and economy; proper virtual testing led to a simple and low-price construction process.
- Gained a further understanding of project management through testing procedures, budgeting, and scheduling.

ADDITIONAL INFORMATION

Certifications & Training

Corporate Finance Institute

- Excel Fundamentals, *Formulas for Finance*
- Accounting Fundamentals

Software Skills: JD Edwards EnterpriseOne, SAP Concur, Microsoft Office, Adobe Creative Cloud, Google Sheets, Social Media