Alyssa Alejandro

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## Skills Summary

Strong Analytical Skills – Team Player - Effective Communication Skills - Diligent and Dependable

# Experience

## Milford’s Business Consulting, LLC- Tax, Accounting, and Advisory Services

### Bookkeeper| Jan 2021- Current

* Intuit QuickBooks Online Accountant certification, Microsoft excel proficiency
* Manage client banking data and perform journal entries for various business accounts
* Categorize client revenue and expense transactions for their profit and loss statements

## MSL, CPAS & Advisors

### Audit Intern | January 2021- April 2021

* prepare and adjust audit workpapers according to client provided trial balance
* perform detailed audit and review procedures on financial statement account balances
* participate in the planning engagement process
* performs other accounting, auditing, and consulting duties as needed in engagements and as assigned by supervisory personnel

## Four Seasons Resort Orlando

### Server Assistant/Food Runner | February 2020 – November 2020

* Warm and efficient guest service to ensure satisfaction of all resort and banquet guests
* Consistent maintenance and organization of food items, products, and equipment
* Extensive knowledge of current menu items, beverages, and hotel events

## Walt Disney World Swan and Dolphin

### Server Assistant/To-go/Host | September 2019 – November 2020

* Personable and prompt guest service to ensure satisfaction of all resort and convention guests
* Effective communication and knowledge of up-to-date food and beverage offerings
* Timely cleanliness and maintenance of restaurant tables and equipment

# Education

## University of Central Florida- 2022

## Bachelor of Science in Accounting, Minor in Hospitality Management

3.35 cumulative GPA, 3.66 College of Business GPA, Member of ALPFA

## Osceola County School for the Arts- 2014

High School Diploma, Vocal Arts Endorsement

# Awards and Acknowledgements

## Member of Association of Latino Professionals for America (Fall 2020)

## Presidential Honor Roll Recipient

## Dean’s List (Spring 2020, Summer 2020)

## UCF Scholars Award Recipient

## Talk of the Town Employee Committee (May 2018-May 2019)

## Talk of the Town Employee of the Month (September 2018)