

NEOPTOLEMOS “NEO” MELONAS

LOCAL: 545 LOCUST AVENUE, APARTMENT B • MORGANTOWN, WV 26505
HOME: 56 COBBLESTONE COURT • MARTINSBURG, WV 25403
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Education

West Virginia University	Morgantown, WV	2005 to Present
<i>College of Business & Economics</i>		<i>Graduation: May 2010</i>
<i>Bachelor of Science in Business Administration</i>		
Dual Major: Management Information Systems (MIS) & Accounting		

Relevant Curriculum

- Business Core 370 Honors: Managing Individuals & Teams
- Management 351: Database Management Systems
- Management 352: Application Programming
- Management 356: Computer Security
- Management 357: Information Ethics
- Accounting 441: Income Tax Accounting
- Accounting 451: Auditing Theory
- Independent Study: Rebuild Student Server

Professional Experience

Ross, Langan, & McKendree, LLP	McLean, VA	June 2008 – August 2008
<i>Accounting & Audit Intern</i>		
<ul style="list-style-type: none">• Managed work papers using CaseWare• Completed financial statements• Aided Partner and Audit staff in performing audits• Prepared Form 990, Tax form for Not-for-Profits		
WVU Honors College STP	Morgantown, WV	July 2007
<i>RA/Tutor</i>		
<ul style="list-style-type: none">• Tutored students in Pre-Calculus• Created practice examinations• Coordinated student transportation for trips		
Daily Grind	Martinsburg, WV	May 2006 – August 2006
<i>Barista</i>		
<ul style="list-style-type: none">• Closely interfaced with customers• Worked the espresso bar• Processed transactions		

Interests and Activities

- 2nd Place MISA Case Challenge – Spring 2009
- WVU MISA (Management Information Systems Association)
- WVU Honors College
- Presidential & Promise Scholarships
- Leader of Stalnaker & Dadisman Halls Math & Engineering Study Lab
- President of the Stalnaker Hall Myths, Legends, and Multicultural Club
- WVU Honors Student Association
- Tutor for WVU Athletic Department
- Beta Tester for Microsoft Windows 7

Technology Experience

Microsoft Office Suite 2003, 2007; Linux; Visual Studio C#; HTML; PHP; MySQL; CSS; Microsoft Visio; Microsoft Project; WireShark