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| Paul Kalaitzidis   |  |  | | --- | --- | | Financial Analyst | (860) 712-4788 | | |
| Paul Kalaitzidis Details 63 Eddy Road, Barkhamsted, 06063, United States  +1 (860) 712-4788  [kalaitzidispaul@gmail.com](mailto:kalaitzidispaul@gmail.com) Date of birth 08/02/1999 Links [LinkedIn](file:///Users/paulkalait/Downloads/www.linkedin.com/in/paul-kalaitzidis-393555196)  LinkedIn.com/PaulKalaitzidis Skills  |  |  | | --- | --- | | Microsoft Excel | | |  |  |  |  |  | | --- | --- | | Strong Organizational Skills | | |  |  |  |  |  | | --- | --- | | Pivot Tables | | |  |  |  |  |  | | --- | --- | | Microsoft PowerPoint | | |  |  |  |  |  | | --- | --- | | Flexibility and Adaptability | | |  |  |  Languages  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | Greek | | |  |  |  |  |  | | --- | --- | | German | | |  |  |  Hobbies Exercising, Going on Walks, Reading, and Meditating. | |  |  |  |  | | --- | --- | --- | --- | |  | | Profile | | |  | Hardworking College graduate seeking employment. Excellent analytical skills combined with a superior knowledge of Finance and Accounting principles. Goal oriented, bringing forth a compassionate, disciplined, and people-oriented attitude. | |  |  |  |  |  | | --- | --- | --- | --- | |  | | Employment History | | |  | Tax Intern at CohnReznick, Hartford, CT January 2022 — April 2022   * Preparing individuals, partnerships, and corporate tax returns * Assisting Tax department with daily workflow * Using accounting software to prepare tax adjusting entries * Creating trial balances using CCH software  Assistant in Purchasing at Central Connecticut State University, New Britain, CT June 2021 — December 2021   * Inputted data entries related to purchase orders * Scanned financial documents, contracts, and W-9 into Perceptive Content * Added and maintained vendors in the University’s financial system * Filed departmental mail for accounts payable * Created Journal entries and balance sheet reconciliations * Used Microsoft Excel to keep track and organize procurement documents  Server at The Tributary, Winsted May 2017 — August 2021   * Worked in a fast-paced environment to ensure customer satisfaction * Resolved all customer complains efficiently * Multi tasked and utilized teamwork skills to succeed * Knowledge with bottled wines, mixed drinks, and other beverages * Maintained a friendly persona with customers without exceptions | |  |  |  |  |  | | --- | --- | --- | --- | |  | | Education | | |  | Bachelor of Science, Central Connecticut State University, New Britain, CT December 2019 — December 2021  President’s List  **GPA:** **3.56/4.00** A.S. Business Administration, Tunxis Community College, Farmington, CT August 2017 — December 2019  Dean's List  **GPA: 3.38/4.00** | | |  |  | |  |  |  |  |  | | --- | --- | --- | --- | |  | | Courses | | |  | German I, Central Connecticut State University August 2021 — December 2021 | | |