**LILIYA MERCER**

190 Sayre Drive, Princeton NJ 08540

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**QUALIFICATIONS SUMMARY**

MBA candidate with a background in finance, accounting, and administration and strong analytical and quantitative skills. A critical thinker with experience working in fast-paced, team-based environments. Proven success strengthening the financial positioning of organizations. Expertise in monitoring variances, identifying trends, and advising on financial forecasting. Success in managing expectations and cultivating positive relationships with team members, customers, and other key stakeholders.

**EDUCATION**

**Master of Business Administration**

Rutgers University • New Brunswick, NJ

*Anticipated graduation January 2024*

**Bachelor of Science in Finance**

Rutgers University • New Brunswick, NJ • 2020

**Associate of Science in Business Administration**

Mercer County Community College • West Windsor, NJ • 2018

**CERTIFICATIONS/ADDITIONAL TRAINING**

* Certified Bookkeeper, Mercer County Community College, 2017
* Business Analytics Certificate from Rutgers Business School
* Python Columbia University

**WORK EXPERIENCE**

**Sortilege, LLC** Jersey City, NJ

*Account Assistant* *6/15/2019 – 03/14/2020*

* Assist in the production of financial statement, preparation of spreadsheets, banks transfers.
* Chase missing invoice over the phone and email
* Manage the outstanding bills and invoices.
* Analyze the accounts and investigate the transactions.
* Review expense reports for accuracy and proper disclosure
* Manage incoming telephone calls and mail.
* Secure daily cash balances and prepare bank deposits.
* Coordinate daily compliance checks.

**Student/Self Employed** Plainsboro, NJ

*Per Diem Housekeeping 9/13/2009– 9/20/2018*

primary source of financial support while going to school.

**SKILLS**

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| Accounting   * Knowledgeable in developing and analyzing financial models, cashflow forecasting, profit and loss statements, and other finance activities. Skilled in interpreting and presenting budgetary recommendations based on data analysis. | Office Administration   * Proficient in all areas of office management and front-of-house administration, including customer service, scheduling, filing, data entry. Expertise in managing client accounts, financial information, invoicing, and payment schedules. |

**AREAS OF EXPERTISE**

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| * Financial Forecasting & Reporting * Performance Metrics Tracking & Analysis * Financial Modelling | * AR & AP Functions * P&L Statements * GL Reconciliations * Customer Relationship Management | * Investment Ratio Calculation & Analysis * Interpersonal Communication * Budget Management |