**Alexander Cote**15099 Riverdale Drive; Apt. #2

Carmel, IN 46099

(802) 522-0493

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**Qualifications**

* Working towards a 2015 CPA designation while demonstrating keen business insights.
* Proficient in MS Office, especially Excel, PowerPoint and Word. Brief education in HTML, SAP and MS Access. Experience with QuickBooks, UltraTax and other Thompson Reuters CS products.
* Earned highest attainable scores on national assessment in terms of management potential for all five measured skill dimensions of initiative, decision-making, organization, communication and teamwork.
* A dedicated, courteous team player capable of leadership roles to provide high caliber work.

**Education**

University Of New Hampshire, Durham, NH December 2013

Bachelor of Science in Accounting

**Professional Experience**

# Gatlin CPA Group, Plymouth, IN *Staff Accountant* 12/2013 – Present

* Prepare individual, partnership and corporate tax returns of various complexities.
* Coordinate and manage a team of interns by determining appropriate tasks, utilizing their various skills to the advantage of the organization, for the successful completion of several projects.
* Process payroll and complete quarterly and year-end payroll tax filings in compliance with Federal and State regulations. Developed an improved control reconciliation sheet for this internal process.
* Arrange and prepare monthly bookkeeping services and financial statements for several business clients to satisfy their requests, while adhering to internal procedures as well as GAAP.

**Internship Experience**

# BMW of Schererville, Schererville, IN *Business Intern* 5/2013 – 10/2013

* Successfully developed and implemented a marketing project for aftersales which garnered the interest of the owner, extending employment for the duration of the project to completion.
* Managed several business relations enabling the organization and facilitation of product demonstrations, expanding their customer-base as well as the marketable region.
* Coordinated nine events, partnering with local organizations (Parks & Recreation, non-profits, etc.) to acquire efficient advertising while promoting a community-oriented brand with charitable values.

# Community Capital of Vermont, Barre, VT *Financial Intern* 3/2009 – 8/2009

* Recorded several small businesses finances in Excel, emphasizing accuracy and time management.
* Compiled comprehensive reports determining loan application approval after analysis and evaluation.

**Accomplishments**

* Inaugural Treasurer as a founder of Pi Kappa Phi fraternity at the University of New Hampshire
* UVM Math Exam Winner and member of National Honors Society at Spaulding High School
* State High School Champion Track & Field Runner on a relay team in Vermont.