

# SINAN CAUSEVIC

📍 WYOMING, MICHIGAN | 616-460-3155

## ◦ DETAILS ◦

Wyoming, Michigan  
616-460-3155  
[causevis@mail.gvsu.edu](mailto:causevis@mail.gvsu.edu)

## ◦ SKILLS ◦

Microsoft Excel, Word, Access

Data Entry

Marketing and social media  
management

Client services

QuickBooks (online)

Data analysis

Financial analysis/research

Market Analysis

## 👤 PROFILE

Recent college graduate with experience in accounting, equity trading, and research specializing. Strong analytical, detail-oriented, and driven individual that strives for greatness and will go beyond what is expected to achieve company goals.

## 📁 EMPLOYMENT HISTORY

### Staff Accountant at MWC Accounting

January 2019 — May 2020

- Developed monthly financial statements (cash flow, profit/loss statements, and balance sheets using QuickBooks and MS Excel) for multiple clients
- Coordinated daily accounts payable, receivables, and invoicing for accounts in QuickBooks, reconciled differences between accounts
- Prepared and reviewed payroll entries, invoices, and other accounting documents for month and year end reconciliations
- Researched and resolved discrepancies in cash, receivables, and payables accounts
- Created excel reports using pivot tables, charts, V LOOKUP for financial forecasting

### Contract Data Analyst at Mainspring Consulting Group LLC, Remote

May 2018 — January 2019

- Analyzed over 250+ contracts and amendments per week across multiple channels of the healthcare business
- Review and analyzes data contract language requirements and provisions to maintain compliance with laws and regulations
- Extractions and transformations of medical contract data while conducting a extremely thorough and detail-oriented analyses, which largely consists of manually adjudicating contracts to confirm that the extracted data meets the quality requirements of the project

### Equity/Stock Trader at Self-Employed

May 2016 — April 2018

- Conducted analysis of financial data to forecast revenue, identify future trends, and assess risk with capital expenditures, acquisitions, and joint-ventures projects
- Evaluated cyclability in financial markets through technical analysis in price trends
- Consistently made bigger profits as I grew my account, grew to make 6-7% on a per trade basis
- Analyzed market conditions, social and economic data, and financial statements
- Evaluated financial risk by balancing risk quotient and knowing very well when to take higher risks and when not to take much risks
- Enabled me to pay for some of my college tuition with my returns

## 🎓 EDUCATION

### Grand Valley State University, Grand Rapids

September 2014 — June 2018

Bachelor of Business Administration - Finance and Accounting

CPA Candidate