111 College Road • Apt. 10-A, Selden New York 11784 • 1-631-264-9294 • michael\_rodriguez604@esc.edu

**Summary: •** Aspiring accounting student looking to gain experience and knowledge in the Accounting field

* Organized and focused professional who manages time efficiently
* Effective communicator with over four years’ experience in providing customer service
* Currently studying Tax and Advanced Accounting in SUNY Empire

**Education: SUNY Empire State College,** New York

*Bachelor of Science in Accounting:*  Presently enrolled in

**Suffolk County Community College,** Selden, NY

*Associate of Science in Accounting:* December 2018 GPA: 3.3

**Baruch College,** New York, NY

*Coursework in Accounting:* September 2015 – May 2017

\*Baruch Accounting Society Member

**Related** Federal Income Tax I Advanced Accounting Statistics I

**Coursework:** Financial Accounting II Macroeconomics Organizational Behavior

Managerial Accounting Microeconomics Computing for Business

Intermediate Accounting I and II Business Law I and II Principles of Accounting I

**Experience: Koehler Instrument Company Inc.** Holtsville, NY: *Accounts Payable Clerk* May 2019 – Present

* Reconcile freight bills, credit card statements, employee expense reports
* Code, voucher, process weekly check runs
* Collate P/O’s to Invoices, resolve invoice discrepancies

**Fedex** Holbrook, NY: *Package Handler* November 2019 – April 2020

* Outbound package handler
* Responsible for loading trucks during night hours in a warehouse location
* Maintaining efficiency and safety in loading trucks with others
* Working in a fast paced, team-oriented environment

**Handy Pantry** Holbrook, NY: *Deli Member* July 2017 – Present (6 hrs)

* Prepare sandwiches and cut cold cuts for customers.
* Operate cash register and process transactions.
* Greet wholesale vendors, collect payments, and check-in inventory of all items.
* Organize items on floor and stock the backroom.

**Toys R Us** Holbrook, NY: *Stock Team Member* June 2017 – February 2018

* Unloaded trucks, unpacked shipments and filled store with inventory.
* Replenished and organized inventory in Back-of-House and on the floor.

**American Girl** New York, NY: *Merchandising Handler* December 2016 – January 2017

* Set-up displays and provided visual merchandising to generate sales.
* Restocked shelves and maintained inventory in Back-of House.
* Addressed customers’ questions and demonstrated product knowledge to meet customers’ needs

**Burger** **King** Patchogue, NY: *Team Member* 2016 – 2017

* Handled financial transactions as a cashier and handled drive-thru orders.
* Ensured a clean and safe environment to maintain health and safety standards.
* Responded to customer issues in friendly manner.