**Tanvi Varma**

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**EDUCATION**

Occidental College May 2019

*Bachelor of Arts in Psychology*

Minor in Economics

UCLA Extension December 2020

*Accounting Certificate*

**EXPERIENCE**

Live Nation Entertainment September 2019 – May 2020

*Staff Accountant*

* Responsible for the Accounts Payable and Box Office components for various venues.
* Reconciled financial documents and prepared journal entries for trial balance accrual accounts.
* Used balance sheet rollforwards and general ledgers to aid in the preparation of month end packages.

AFLAC Pasadena June 2018 – September 2018

*Benefits Consultant and Accounting Associate*

* Utilized weekly cold-calling to market supplementary insurance for up to 70 customers
* Offered appropriate Aflac products based on the financial needs of the consumer

Globe Co. May 2018 – June 2018

*Sales & Marketing Intern*

* Learned the fundamentals of marketing and trained subordinates in how to control a conversation and effectively sell Xfinity products
* Sharpened conversational skills through the engagement with customers in various stores

Coupa Software June 2017 – September 2017

*Accounting Intern*

* Utilized NetSuite to update customer records and MyCoupa Expensing Software for A/R billing and account reconciliation.
* Maintained customer contracts, order forms, and purchase orders in preparation for the audit process

Argyle Data, Inc. July 2016 – August 2016, September 2017 – January 2018

*Junior Accountant and Human Resources Assistant*

* Planned a 55-employee company fundraiser for the Leukemia & Lymphoma Society, in which over $5,000 was raised.
* Organized and maintained spreadsheets, inputted financials into QuickBooks, cut checks and ensured that all payments were made in a timely manner.
* Reconciled financial documents, prepared and ensured the accurate representation of journal entries in the General Ledger, periodically reviewed balance sheets and utilized this for the creation of financial forecasts.

Occidental Weekly September 2015 – Present

*Blogger & Staff Writer*

* Utilized subjectivity to create perspective and shed light on important issues in weekly blogs.
* Wrote articles about national issues with the aid of interviews, research and notes to create a detailed account of the topic.

The Leukemia & Lymphoma Society October 2013 – Present

*Active Fundraiser & Committee Member*

* Utilized personal experience as a motivational source to create yearly fundraisers to fund extensive research for advanced treatments for blood diseases.
* Approached local restaurants and vendors to participate and donate for fundraising efforts. Raised over $95,000 over the last five years.
* Helped plan and promote the Light the Night Walk, the annual fundraiser walk that takes place in October.

**SKILLS**

Computer: Proficient in Microsoft Word, Microsoft PowerPoint, Microsoft Excel, QuickBooks, NetSuite

Social Media: LinkedIn, Facebook, Instagram, Snapchat