**Thomas Kingston**

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**EDUCATION**

**University of Utah David Eccles School of Business** Salt Lake City, Utah

**Bachelors of Science:** *B.S. Accounting; B.S. Information Systems*  May 2018

* Beta Alpha Psi Honor Society

**EXPERIENCE**

**Utah Department of Environmental Quality** Salt Lake City, Utah

*Financial Analyst II March 2019 – current*

* Submit grant applications to EPA for project funding for different cleanup sites
* Create and track budgets across multiple categories including those for state programs, grants, cooperative agreements and other funding agreements and revenue
* Create daily deposits including cash, check, credit card, and online payments. Generating billing, tracking payables, and integrating into budget and other financial reporting.
* Create templates and report meaningful financial accounting trends of past, current, and future expenditures using Access and Excel.
* Annualize applicants credit score, tax return, and other factors to determine their ability to pay for the PST Loan program

**Business Model Consulting** Salt Lake City, Utah

*Business Consultant Intern February 2018 – March 2019*

* Assess business needs and develop attainable goals for revenue generation
* Streamline business processes and reduce costs
* Examine marketing strategies and create innovative and effective strategies
* Develop and maintain productive client relations
* Set policies and procedures; prepared budgets and allocated firm finances

**United Fuel Supply** Salt Lake City, Utah

*Accountant & Report Analysis August 2015 – February 2018*

* Prepared financial Statements
* Worked closely with company executives to identify new business opportunities and routinely participated in the sales process
* Managed projects and served as primary liaison between client and multiple internal groups to ensure clarity of goals total quality and adherence to deadlines

**Management Services** Salt Lake City, Utah

*Financial Statement Assistant Manager & Tax Preparer August 2013 – August 2015*

* Managed a team of 4 in the preparation of financial statements for clients
* Enhanced the level of employee productivity through the implementation of quality control inspections
* Computed reports showing trends for accounts receivable and payable, profit and loss,

and other industry comparisons

* Prepared bank financial reports for the bank to verify the company is in compliance with loan documents

**ACTIVITIES & INTERESTS**

Salt Lake City Half Marathon, April 2011, 2013, 2014, 2015, 2016, & 2017

Open Water Diver