

TYLER FAMIGLIETTI

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EDUCATION

THE GEORGE WASHINGTON UNIVERSITY, School of Business

Washington, DC

Bachelor of Accountancy

2018

Relevant Coursework includes: Financial Accounting, Economics, Statistics

Longmeadow High School

Longmeadow, MA

Diploma

2014

WORK EXPERIENCE

THE GW HATCHET

Washington, DC

Accounting Assistant

September 2015-Present

- Worked for the school newspaper processing payments and invoices for advertisers on a weekly basis
- Maintained the monthly subscriber list and moved records from newspaper's previous accounting software, QuickBooks, to the new one, Xero.
- Prepared A/R audit and conducted monthly closing procedures in addition to making journal entries for business operation transactions on Xero.

SMITHSONIAN MUSEUM OF NATURAL HISTORY

Washington, DC

Q?rius Public Programs Assistant

February 2015-Present

- Greeted visitors upon entering the space and gave background information on Q?rius, such as descriptions of learning spaces and activities taking place on the floor
- Encouraged visitor exploration of activities and to learn more about behind the scenes scientific research
- Assisted in the cleanup and maintenance of learning spaces at the beginning and end of the day, which included updating the missing specimen book to account for what was located in the space.

CVS PHARMACY

Longmeadow, MA

Photo Lab Technician

June 2014-Present

- Operated a cash register, stocked aisles on delivery days and helped customers that were shopping locate items on the sales floor which contributed to the store operating more efficiently
- Operated the photo counter of the store processing a variety of photos and gifts for customers and received numerous customer compliments for service, including a letter of appreciation written to the regional and district managers
- Interacted with customers in the store through conversation and had the opportunity to know and learn more about regular customers who visited the store frequently, which improved my interpersonal skills

HIGH SCHOOL STUDENT GOVERNMENT

Longmeadow, MA

Class President

September 2010-June 2014

- Elected by peers to serve class president every year for all four years of high school and worked to foster class spirit and unity through different activities and spirit days
- Planned and coordinated events for the class to raise money for senior year events effectively raising over \$30,000 in revenue over four years
- Facilitated daily meetings with fellow student government members and conducted monthly meetings with school administrators to discuss current concerns and activities in the school

SKILLS/ACTIVITIES

Technical: MS Office Suite (Excel, PowerPoint, Word)

Languages: English (fluent), Spanish (conversant)

Captain/Four Year Varsity Letter, High School Cross Country/Track, Longmeadow, MA, 2010-2014

Member, National Honors Society, Longmeadow, MA, 2012-2014

Volunteer Coach, Longmeadow Youth Track, Longmeadow, MA, 2013-2014

Interests include: Running, reading and watching baseball