

Umera Malek

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EDUCATION

UC Berkeley Coding Bootcamp, San Francisco, CA

Graduation: December 2021

A rigorous 12 week course, presented by the UC Berkeley Extension, that develops the skills needed to build dynamic web applications and gain proficiency.

University of San Francisco (USF), San Francisco, CA

B.S., Business Administration; Major: Accounting

Graduation: May 2020

Dean's Honor Roll (5 semesters), Nominated for National Society of Collegiate Scholars

GPA: 3.70/4.0

EXPERIENCE

Crowe, LLP, San Francisco, CA

November 2020 – August 2021

Audit Staff

- Perform analytical procedures/analysis to detect unusual financial activities
- Analyze financial information and perform testing on assets, liabilities and capital
- Testing the operating effectiveness of internal controls and reporting on the results

Ernest Young (EY), San Francisco, CA

Summer 2020

Audit Intern

- Assisted audit staff in conducting reviews of assigned organizational and functional activities by evaluating the adequacy and effectiveness of management controls.

Peets, San Francisco, CA

December 2018 – September 2019

Shift Lead

- Conducted successful cash audits at the end of each shift
- Record Transaction and Sales for store manager

Andersen Tax, LLC, San Francisco, CA

June 2019 – August 2019

Tax Intern

- Prepared and Analyzed documents for Tax Returns
- Worked as a part of a team in developing tax returns and reports
- Assisted with performing tax research of US Federal tax and state taxes in jurisdictions where the company files tax returns

City and County of San Francisco, Department of HHS San Francisco, CA

September 2018 – May 2019

Audit Intern

- Audited 100 random sample Hospice
- Collected data and Analyzed 1000+ data set on Excel and Access
- Made Queries to find relationship between specific criteria and filtered and summarize data

Juma Ventures, San Francisco, CA

March 2014 – September 2018

Seasonal Operations Manager, AT&T Park

- Maintained daily records of all transactions and generate reports inventory and sales report for manager
- Directed and supervised employees engaged in sales, inventory-taking and reconciling cash receipts

LEADERSHIP

Volunteer Income Tax Assistance (VITA), University of San Francisco, San Francisco

2019 - 2020

Tax Assistant

- Prepare Individual income tax return for filing

Campus Activities Board, University of San Francisco, San Francisco

January 2019 – May 2019

Marketing Team

- Responsible for Marketing campus events through multiple social media platforms
- Made Promotional Videos for the website

GO Team, University of San Francisco, San Francisco

August 2018 – December 2018

Orientation Leader

- Lead large group of first year students throughout the orientation program
- Facilitate conversations on transitions ideas

SKILLS

- Proficient knowledge of Microsoft Office (Excel, PowerPoint, Word)
- Fluent in Hindi and Urdu (Written and Spoken), conversational Japanese
- Advanced in Data Entry
- HTML
- CSS
- JavaScript
- Python
- SQL

SPECIAL TRAININGS

- Game Development (MIT App Inventor)
- Adobe Animate
- Microsoft Access
- Lucid Chart

Spring 2017

Fall 2017

Fall 2018 – Spring 2019

Spring 2020