**Josué M. Adorno**

674 Magnolia Road, Vineland, NJ 08360  
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**OBJECTIVE:** To obtain a position in the field of accounting where I can be an essential part of a team while expanding my skills, knowledge and abilities.

**EMPLOYMENT HISTORY:**   
**Accounts Payable Coordinator** 8/14 — Present  
Employer: Sheraton Atlantic City Convention Center Hotel  
2 Convention Boulevard, Atlantic City, NJ 08401  
Salary: $16.59/hour, 40 hours/week  
Supervisor: Nancy Masino, (609) 441-2972, may be contacted.

Responsible for the processing, recording, and dispensing of payments for all hotel liabilities incurred. Properly code and record expenses to the correct cost center/general ledger account and obtain appropriate department head approvals. Match all invoices with purchases orders, receiving documents, packing slips, etc., ensuring that all bills represent authorized, legitimate purchases. Reconcile vendor statements on a weekly basis and manage vendor accounts for over 250 vendors. Audit employee cash banks on a monthly basis. Assist with Accounting Office issues as needed, i.e., billing inquiries, administrative duties, month-end closing, etc.

**Customer Service Associate** 3/13 — 7/14  
Employer: Wawa, Inc. Store #944  
624 West Main Street, Millville, NJ 08332  
Salary: $10.60/hour, 30-35 hours/week  
Supervisor: Robert Van Wyk, (856) 327-7400, may be contacted.

Supported the store management team to facilitate the completion of all store level tasks and performed a variety of tasks related to different areas of the store including food preparation, cash register duties, customer service, general housekeeping and other related functions.

**Shift Manager, Customer Service Associate** 6/08 — 3/13  
Employer: Wawa, Inc. Store #407  
2778 South Main Road, Vineland, NJ 08360  
Salary: $10.00/hour, 30-35 hours/week  
Supervisor: Rosaly Morales, (856) 213-8238, may be contacted.

Assisted the store management team in the completion of all store level tasks. Led and supervised employees during normal work shift and assigned tasks related to different areas of the store including food preparation, cash register duties, general housekeeping and other related duties, when higher management was not present.

**EDUCATION:**   
**Rowan University** May 2014  
B.S. Degree, Accounting — Dean’s List GPA: 3.37/4.0

**Cumberland County College** May 2011  
A.A. Degree, Business Administration — Summa cum laude GPA: 3.86/4.0

**COMPUTER SKILLS:**   
PC Operating Systems, Microsoft Office, Outlook, SAP, Internet

**LANGUAGE SKILLS:**   
Fluent in Spanish, verbal and written

**VOLUNTEER EXPERIENCE:**   
**Volunteer Tax Assistant** 1/12 — 4/12  
Volunteer Income Tax Assistance (VITA), Glassboro, NJ, 2 — 4 hours per week  
Supervisor: Margaret Van Brunt (856) 256-4047  
Assisted senior citizens, individuals with disabilities, low income individuals, and students in the preparation of their basic income tax returns