Natalie Trout

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**EMPLOYMENT OBJECTIVE**

Hardworking, highly motivated team player with 10 years’ experience in Finance Budgeting, Compliance, Communications, Computer, Concentration, Data, Processing, Financial Concepts, Investments, Journal Entry, Leadership, with ability to Plan, Organized and Prioritize work. Looking to continue in this capacity as a Human Resource Associate.

**EDUCATION**

* Master of Business Administration with a concertation in Human Resources
* Kaplan University, expected 2017
* Bachelors in Science in Legal Studies, Kaplan University, 2010
* Associate in Business Administration, Katharine Gibbs College, 2002

**EMPLOYMENT**

**Administrative Assistant**

20/20 Cleaning Service, Queens New York February 2013 – Present

Queens New York

* Compose and prepare confidential correspondence
* Prepare budgets, reports, and other documents
* Manage calendar and schedule appointment
* Arrange and coordinate travel schedules and reservations
* Prepare expense reports and check requests
* Maintain function of hiring employees

**Accounting Coordinator**

Gilt Group, New York NY February 2012 – July 2012

* Worked with management to document and offset unusual expense within in their respective areas.
* Assisted in the creation of vendor contracts for outside vendors
* Maintained confidential information, such as pay rates, bonus targets and pay grades.

**Office Clerk**

New Beginning's A.O.G, Queens New York January 2010 – February 2012

* Preparedbulletins for worship services.
* Copied children ministry bulletins.
* Prepared monthly agenda for church board and leadership council meetings.
* Coordinated travel arrangements for the pastor.
* Process all e-billing and prepare monthly finance report.

**Bookkeeper**

New Leader for New School, New York, NY April 2008 – September 2009

* Established good business relationship with corporate clients.
* Handling month end accounting cycle and process E-billing.
* Helped prepare month-end journal entries and schedules.
* Prepared invoice and entered accounts payable data.
* Generated checks for vendors.

**Senior Representative**

UBS Financial Services, September, Weehawken New Jersey 2004 – November 2007

* Served as a senior representative to the management team.
* Handled busy phone system, works in close liaison with the clients
* Communicated with clients regarding and processing allocations and payments of legal fees.
* Collaborated Accounts Payable to ensure quality and accurate legal billing.
* Performed e-Billing procedures utilizing online procedures using SAP program.
* Prepared month end journal entries and monthly balance sheet schedules.

**SKILLS**

* Proficient in Microsoft Office
* Performs tasks to establish and maintain employee/payroll records.
* Financial and strategic planning
* payroll clerk
* SAP
* Prepare (1099)
* Data Entry Skills