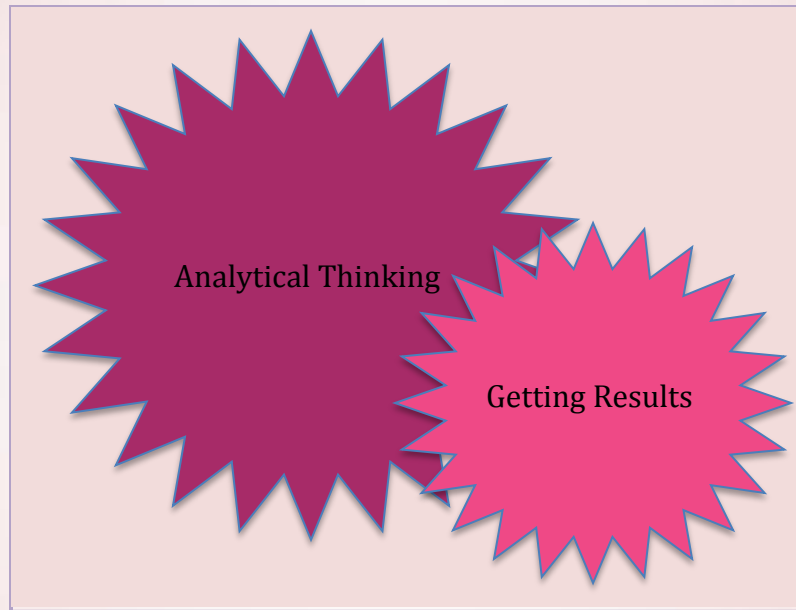


COMPETENCE PROJECT



CASSANDRA MEDURI

Cassandra Meduri
October 1st, 2013
Competence Project

Personal Mission Statement

I, Cassandra Meduri, am a committed, hardworking student at Pace University. I do my best when it comes to my studies and always strive to be my best. I use my strengths in time management, organization and analytical thinking to my advantage to put forward my best work. I will continue to build not only my strengths, but also my weaknesses, to maintain my position in the Honor's College and National Honor Societies.

Getting Results: Once a job is started, it must be finished; at least that is how I look at things. I am the type of person who will be assigned a project, and have it done days, maybe weeks, in advance so I could reread over and over again. I believe in putting forward the best work possible, because there is no better reflection of you, then the work you put out. I have great organizational skills, which helps me develop achievable goals on getting everything that I need to do done.

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VALERIE LAVKINA, CPA

September 10, 2013

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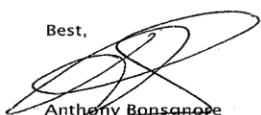
To whom this may concern:

This letter is to recommend, Cassandra Meduri, for internship at Pace University. I had the privilege of working with Cassandra Meduri throughout the spring and summer semester of 2013. Part of her responsibilities were: scanning invoices to be processed for payment, scanning checks received to be booked as Cash Receipts, prepared spreadsheets of client's business credit card and allocated business expenses accordingly, and helped prepare commission schedule for employees.

Cassandra is very smart and amazing to work with. She did a fantastic job as an intern and I really felt she gave 100 percent to all of her tasks.

I highly recommend Cassandra Meduri for this internship and believe you will be very impressed with her and happy with your selection. Feel free to contact me directly with questions or concerns.

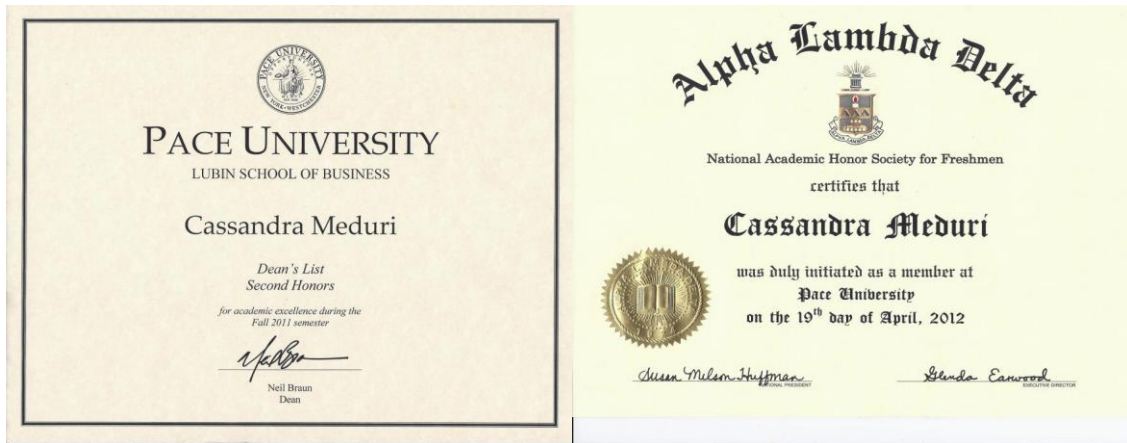
Best,



Anthony Bonsgrope
Altman, Greenfield & Selvaggi
CPA

As you can see... In this recommendation letter from a certified public accountant, he lists the jobs that were given to me during my time at his accounting firm. Scanning invoices and cash receipts, preparing commission schedules and endorsing checks were just a few of many jobs given to me during my internship. When the jobs were given to me, I made sure that they were done completely and correctly before giving them back to the junior accountant I was working with. I believe that the best way to market yourself is to put forward correct and precise work and putting 100% of your effort into that work, which is exactly what I did, of course!

Analytical Thinking: Although some people may argue that over analyzing situations could make things more complicated than they may have to be, I think it is the best way to go about any situation (of course I do). I believe analyzing the situation before reacting gives any person a better outlook on the best decision to make regarding the situation. Since I think analytically it is easy for me to notice when mistakes are made, I can also decide what tasks hold more priority than others, to make better decisions on the order on which to complete them.



As you can see... I believe that being an analytical thinker has made the honor's college and several national honor societies possible for me. Without being an analytical thinker I don't think I'd be as organized. I think thinking about things before approaching them gives you an opportunity to lay out your thoughts in your mind, so when the time comes to complete a task, you get it done more effectively and efficiently. When thinking about ways to write a paper, complete a project or study for a test, comparing a few different ways on how to complete those tasks will also help you decide which is the best way, instead of trying one thing and deciding that there is a different approach that may be better. Thinking analytically helps save time, and put forward better work in the long run. As of right now, I am in Alpha Lambda Delta, Lambda Sigma, Omicron Delta Epsilon, Tau Sigma and Alpha Lambda Beta Gamma, which are all National Honor Societies, and I have made the Dean's List three out of six semesters of college.