**EDUCATION**

Pace University, 861 Bedford Rd, Pleasantville, NY 10570 (September 2011-Present)

Major: Public Accounting, Accounting

Cumulative GPA: 3.52; Dean’s List; National Honor Societies, Pforzheimer Honors College

**Relevant Coursework:**

Financial Accounting, Business Law I, Managerial Accounting, Elementary Statistics, Intermediate Accounting I, Intermediate Accounting II, Principles of Marketing, Managerial and Organizational Concepts, Elementary Calculus I, Cost Accounting.

**EXPERIENCE**

**Pace University,** Pleasantville 10570 (October 2013-Present)

*Student Assistant*

* Student assistant in the Pforzheimer Honors College Office
* Helping the office become paperless, updating the honors college website
* Help organize events and setting up for events around the university

**A Mother’s Intuition,** Scarsdale10583(September 2010- Present)

*Child Care Provider*

* Cater to the children’s wants and needs, assure the children’s safety, supervise activities and play time
* Manage the business as a whole, plan employee and client schedules, in charge of payroll
* New York State Licensed Child Care Provider

**Altman, Greenfield & Selvaggi,** New York 10003 (January 2013-August 2013)

*Intern*

* Scan invoices to be processed for payment, scan checks received to be booked as cash receipts, prepared commission schedule for employee
* Prepared spreadsheets of client’s business credit cards and allocated expenses accordingly

**Lord and Taylor,** Scarsdale 10583(September 2012-January 2013)

*Sales Associate*

* Offered personalized customer service, product demonstrations, met sales goals, built customer services through follow up calls, and manage inventory
* Strengthen communication skills when answering phones and satisfying customer needs

**VOLUNTEER**

**Carver Center,** Portchester 10573 (September 2012-January 2013)

*Volunteer*

* Helped children who had difficulty completing their homework in English
* Catered to the needs and wants of children, supervised children during activities
* 120 volunteer hours

**CAMPUS INVOLVEMENT**

Accounting Society (Spring 2012-Present)

*Treasurer*, Pace University Pforzheimer Honors College (Fall 2013-Present)

**SKILLS**

***Technical****:* Proficient in Microsoft Word, PowerPoint

***General****:* Team player, interpersonal skills and excellent work ethic