

MEGAN BURKE

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EDUCATION

Pace University, Lubin School of Business-Pforzheimer Honors College, Pleasantville, NY

BBA/MBA in Public Accounting GPA: 3.70

12/2014

RELATED COURSEWORK

Auditing, Accounting Information Systems, Accounting Entities, Managerial Accounting, Cost Accounting, Intermediate Accounting II, Contemporary Accounting Issues

TECHNICAL SKILLS: eAudit, QuickBooks, OneSource, Oracle, Checkpoint, StatTools 6, Team Dynamix

RELATED EXPERIENCE

Audit Intern -KPMG, Stamford, CT

6/14 – 8/14

- Assisted engagement teams on multiple client audits in three different industries
- Continuously researched client industries to remain knowledgeable on current happenings
- Prepared and sent bank confirmations
- Assisted in 10-K reporting by performing financial statement tie outs

Tax Intern- New York Stock Exchange, New York, NY

5/13-8/13

- Prepared and filed non-income tax returns
- Completed monthly bank reconciliations
- Gathered documentation in support of external audits

Analyst Aide Intern-Con Edison Intern, New York, NY

6/12-8/12

- Spearheaded audit operations
- Analyzed data to more efficiently assist customers during the union lockout

ADDITIONAL EXPERIENCE

Pace University Academic Technology, Briarcliff Manor, NY

Technology Consultant

11/14 – Present

- Organize formal training for three new Academic Technology Consultants and fully prepare them in all technologies
- Create and manage team projects in Team Dynamix project management system
- Monitor Help Desk ticketing system and assigned team tasks based on their skills to ensure that every client receives timely, friendly, helpful assistance
- Research technology tools for the campus and coordinate relations with sales representatives to successfully implement

Technology Intern

1/12 - 11/14

- Instructed faculty and students on technological tools and ePortfolio functions
- Drafted blogs to educate the Pace community on new technologies and updates
- Collaborated with others to develop ePortfolio further
- Attended conferences to represent other interns

Customer Service Temp-All American Construction, Bellmore, NY

10/12-1/12

- Scheduled appointments; coordinated jobs and labor in very busy construction office

Front Desk Associate- Pace University Fitness Center, Pleasantville, NY

11/11– 5/12

Server- Otto's Sea Grill, Pleasantville, NY

5/11 – 8/12

LEADERSHIP EXPERIENCE & ACTIVITIES

- KPMG, *Discover Program* 2013
- Beta Gamma Sigma, *Member* 2013
- ePortfolio, *Undergraduate Research Project* 2013
- Accounting Society, *Senator* 2013
- Textbook Editing, *Law of Finance: Volume One Corporate Governance and Finance Law" and Volume Two "Laws and Regulations in Global Financial Markets* 2013
- Dale Carnegie Leadership, *"Communicating with Confidence"* 2011

VOLUNTEER ACTIVITIES

Last Hope Animal Shelter, *Volunteer*

2014

Honors College, *Volunteer*

2010-2014

USO, *Volunteer*

2013

American Red Cross Volunteer, *Volunteer*

2012

RockCanRoll, *Volunteer*

2010