

Rachel Resume

94-20 Guy R. Brewer Boulevard, #3E
Jamaica, NY 11451
Cell: 718-262-2282 career@york.cuny.edu

CAREER OBJECTIVE

Professional Position in Corporate Accounting or Finance

PROFESSIONAL SKILLS PROFILE

One year of related work experience plus an internship in combination with strong academic training and credentials in:

- Accounts Payable & Accounts Receivable
- General Ledger & Cash Reconciliation
- Credit & Collection Operations
- Corporate Banking & Asset Leasing
- Financial Analysis & Reporting
- Economic & Demographic Analysis
- Budget & Cost Analysis
- Project & Team Leadership

EDUCATION

BS – Accounting & Economics, GPA – 3.89, June 2009
York College, CUNY, Jamaica, NY

Honors & Activities:

- Dean's List (6 semesters); President's List (2 semesters)
- President, Student Accounting Club (2 years)

EMPLOYMENT EXPERIENCE

Bookkeeping Assistant
TCI TECH SOLUTIONS, INC.
Deer Park, New York

September 2008 to Present

Part-time permanent staff position with one of the region's fastest growing telecommunications companies. One of the first three employees hired into the Accounting and Finance Department that currently employs more than 25. Instrumental in creating accounting systems and procedures to support the company's accelerated growth and nationwide expansion. Earned four promotions in three years.

- Assisted the CFO with designing and automating the company's accounting, financial reporting, cash management, banking and leasing systems.
- Wrote and produced a 200-page accounting procedures manual.
- Coordinated software upgrades and enhancements with internal IS staff.

Accounting Intern
GRAYSTONE FINANCIAL SERVICES, INC.
Deer Park, New York

Summer 2008

Full-time summer position with a financial and accounting services firm. Worked in cooperation with professional staff to prepare journal entries, maintain general ledgers, reconcile bank statements and prepare financial reports for clients in the transportation, telecommunications and hospitality industries.

Waitress/Hostess
THE TOWNE MARKETPLACE
Long Island City, New York

Summers 2006 to 2007

Fast-paced customer service position in one of the area's finest restaurants and resorts. Gained excellent experience in public relations, special events planning and cash handling/reconciliation.