**EDUCATION**

**Bachelor of Science in Accounting** | Expected May 2025

Governors State University | University Park, IL

**RELEVANT COURSEWORK**

* Cost Accounting, I & II
* Intermediate Accounting, I & II
* Accounting Information Systems
* Tax, I & II
* Auditing, I & II
* Advanced Accounting
* Government and Nonprofit Accounting
* Fraud Examination

**EXPERIENCE**

**Accounting Department Student Worker** | Governors State University | University Park, IL | January 2024-Present

* Assist with data entry and processing of financial transactions, ensuring accuracy and timeliness.
* Maintain organized and up-to-date records of invoices, receipts, and other financial documents.
* Reconcile accounts and prepare reports to support financial analysis and decision-making.
* Provide administrative support to the accounting team, including answering phone calls and emails, filing, and copying.
* Participate in special projects as assigned, such as assisting with audits or developing process improvements.

**INTERNSHIPS**

**Systems Accounting Intern** | LMN Corporate | Chicago, IL | October 2023

* Operated accounting software to record, store, and analyze information.
* Prepared invoices for data entry using appropriate codes.
* Entered invoices into a computer system.
* Verified the accuracy of billing data and corrected any errors.
* Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
* Compiled and maintained financial records.
* Debited, credited, and totaled accounts on computer spreadsheets and databases. Complied with federal, state, and company policies, procedures, and regulations.
* Prepared journal entries for monthly bank activity.

**Finance & Accounting Intern** | XYZ Company | Chicago, IL | June 2022-July 2022

* Performed various tasks to support the Accounting Department for a marketing firm, gaining valuable experience in diverse aspects of accounting.
* Resolved any reconciliations, invoices, and receivable anomalies.
* Possessed a strong desire to improve existing accounting processes.
* Created and designed Excel spreadsheets to better streamline weekly bank reconciliation.
* Collaborated with vendors, clients, and staff to verify transactions valued at $200K+.
* Reduced outstanding receivables cycle of clients for the Walgreens project from 60 days to 48 days through developing repayment plans for delinquent accounts.
* Verified, distributed, and posted approximately high-volume invoices daily utilizing QuickBooks. I also collaborated with the marketing department and client on estimate invoices, rate changes, and bounced checks.

**TECHNICAL SKILLS**

MS Business Application: Word, PowerPoint, Excel, Outlook, QuickBooks