**Greg R. Graduate**

Glassboro, NJ | (123) 456-7890 | greggrad@students.rowan.edu | www.linkedin.com/in/grgraduate/

**SUMMARY OF QULAIFICATIONS**

* Extremely goal-driven individual with four years of hands-on accounting experience handling monthly bank reconciliations, expense tracking, month-end and year-end reporting tasks
* Highly proficient in client relations and ability to effectively train staff on software such as SAP, Oracle, and Microsoft Excel
* Remarkably efficient working in fast paced environments and have an innate ability to learn new skills, tools and software quickly
* Exceptional presentation skills utilizing focus groups, breakout sessions and team building exercises

**EDUCATION**

Rowan University, Rohrer College of Business Glassboro, NJ

**Master of Business Administration** May 2022

**Concentration in Management Information Systems**

GPA: 3.89, Dean’s List

Rowan University, Rohrer College of Business Glassboro, NJ

**Bachelor of Science, Accounting** May 2016

GPA: 3.46

**PROFESSIONAL EXPERIENCE**

**Kimmel Center for Performing Arts** Philadelphia, PA

Junior Accountant August 2018 – Present

* Acquire problem solving skills in SAP accounting system by identifying and correcting error payments, and reconciling vendor statements
* Improve client relationships by resolving five-year outstanding payments for five major accounts
* Explain complex accounting procedures and provided support to client service staff by managing their expense accounts

**PNC Financial Services Group** Philadelphia, PA

Accounting Specialist June 2016 – July 2018

* Ensured accuracy of data and transactions by reconciling monthly trust and control accounts including principle on deposit, group remuneration and accounts receivable
* Applied training on Excel Macro and Oracle database application in processing monthly pension fund activities to general ledgers
* Contributed accounting skills when handling check cancellations, stale dated checks and related banking issues by using Focus Report and Oracle

**INTERNSHIP EXPERIENCE**

**KPMG** Cherry Hill, NJ

Audit Intern May 2015 – August 2015

* Performed analytic reviews for payroll and travel reimbursement for fraud and accuracy
* Assisted auditors in the performance of operational, departmental and financial procedures
* Worked with auditors in the development of training presentations to campus community
* Created and executed complex Excel functions (VLOOKUP, pivot tables, etc.) to perform various tests

**PROFESSIONAL DEVELOPMENT**

* Member, American Association of Finance and Accounting, 2017 – Present
* Member, National Society of Accountants, 2016 – Present
* Presenter, MAACBA Annual Conference, Rutgers University, October 2017
* Treasurer, Beta Alpha Psi National Honors Society, 2014 - 2016