

HONORS

Dean's List – all semesters
Member of the Phi Eta Sigma National Honor Society
Member of the Beta Gamma Sigma National Honor Society
St. Bonaventure Women's Softball Grant
Atlantic-10 Honor Roll – all semesters

RELEVANT EXPERIENCE

ACCOUNTING CLERK, Mattel Inc., East Aurora, NY ♦ Summer 20xx
Mattel Shared Service Solutions

Processed high volume of accounts payable invoices for Mattel Mexico, Latin America, and Canada using the Oracle Gold system
Posted payables to the general ledger in their corresponding accounts
Matched and coded invoices according to purchase orders
Certified at advanced level by Internal Revenue Service

PEER TUTOR, Teaching and Learning Center, St. Bonaventure, NY ♦ Spring 20xx-Fall 20xx
Conducted tutorial sessions in both Financial Accounting and Managerial Accounting for 10 students weekly

EMPLOYMENT **PERIODICALS ATTENDANT – Library, St. Bonaventure, NY** ♦ Fall 20xx-present

Assist students in finding research materials

SALES ASSOCIATE – BonTon, Olean, NY ♦ Fall 20xx-Fall 20xx

Ensured quality customer service including sales and merchandising
Solicited charge card applications

FACTORY WORKER – St. Gobain Containers, Port Allegany, PA ♦ Summer 20xx

Assisted in the quality assurance of glass products

SECRETARY – Philosophy Department, St. Bonaventure, NY ♦ Fall 20xx

Provided administrative support to five professors

CAMPUS

Team Player, ETISr, Student Athlete Association

Member, Finance and Investments Club

Member, Accounting Club

Note Taker, Teaching and Learning Center

COMPUTER SKILLS

Proficient in TaxWise, Oracle GOLD, 170 MarkView, Windows, Excel, Access, PowerPoint, Word, and Internet search tools