



EDUCATION

University of Vermont, Grossman School of Business

Expected: May 2015

Bachelor of Science in Business Administration, Accounting & Finance Concentration

Minor in Computer Science

C.P.A. completion date: December 2014 (Accounting Students should include this information)

- G.P.A 3.4/4.0
- Dean's List, Fall and Spring Semester 2014
- Beta Gamma Sigma member, Senior Experience Seminar participant

WORK EXPERIENCE

Student Activities Office, University of Vermont, Burlington, VT

September 2013 - Present

Office Assistant

- Compile back-up invoices for 20 monthly statements of University accounts through use of Excel.
- Handle all intra-university deliveries, averaging 40 per week.
- Prepare weekly mass mailings to off-site employees.
- Design materials for semi-annual employee training meetings for over 50 participants.

PNC Financial Group, Philadelphia, PA

Summer 2013

Treasury Management Intern

- Created and presented analysis of Washington state market sales data with new and existing relationships values at \$7,000,000.
- Met with CEO, CFO, Vice Chairman, and senior level management to discuss competitive environment and internal analyses.
- Evaluated business trends and transformed complex data files into meaningful and presentable charts and tables.

Deloitte, LLP, Chicago, IL

Summer 2012

Audit Intern

- Prepared benefit plan worksheets for over 30 clients per week.
- Priced, referenced, and filed audit reports for client portfolios.
- Researched "best" accounting practices for client's quarterly filing.
- Collaborated with team manager to implement an improved accountability structure to enhance performance of 15 interns.

LEADERSHIP EXPERIENCE

UVM Career Center, Burlington, VT

September 2013 - Present

Career Peer Mentor

- Assist students with their career preparation through one-on-one consultations, averaging 10 meetings per week.
- Engage with current students and recent alumni through networking events with over 250 participants.

Accounting Club, Burlington, VT

August 2011 – August 2012

President

- Elected to lead recruitment and education initiatives for 20 member educational organization.
- Led fundraising efforts, resulting in \$7,500 being raised in one semester.
- Secured speakers to educate members in the areas of career development, local community issues, and team work.

ADDITIONAL

- Knowledge of MS-Word, Excel, and PowerPoint
- Member of Finance Club, Campus Tour Guides
- American Red Cross Volunteer
- CPR certified