

## **Auditor / Staff Accountant**

Highly organized, detail-oriented professional, strong interpersonal and communication skills. Motivated employee adept at learning and implementing new processes quickly. Experienced in conducting state audits and preparing tax documents. Working knowledge of US Generally Accepted Accounting Principles. Reliable and trustworthy with proven track record of meeting and exceeding expectations. Areas of proficiency:

Cash Audits • Data Analysis • Customer/Client Relations • Quarterly,  
Payroll & Sales Year-End Tax Returns • Payroll  
• Purchasing & Inventory • General Ledger  
Staff Management • Scheduling • Bookkeeping • Accounts Payable  
• Cash Reconciliation

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### **EDUCATION**

#### **Bachelor of Science in Accounting (May 2011)**

Eastern Connecticut State University, Willimantic, CT

*Accounting Society (2009, 2010)*

*Institute of Management Accountants, Eastern Chapter (2009, 2010)*

*Financial Literacy Volunteer (2011)*

*Connecticut Society of Certified Public Accountants (2011)*

#### **Bachelor of Science in Business Administration**

Eastern Connecticut State University, Willimantic, CT

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### **PROFESSIONAL EXPERIENCE**

#### **Marien + Company LLC, CPA's, Norwich, CT • 2011**

Premier full service CPA firm, with personal expertise in areas such as accounting and auditing services, tax preparation and planning, bookkeeping, Quickbooks, and forensic accounting.

##### **Staff Accountant**

Execute the audit engagements of Government and Non-Profit agencies. Effectively communicate information between the client and the audit team. Perform comparative analysis and document findings.

#### **STATE OF CONNECTICUT AUDITORS OF PUBLIC ACCOUNTS, Hartford, CT • 2010-2011**

*A legislative agency charged with conducting audits of all state agencies including statewide single audits and Comprehensive Annual Financial Reports (CAFR audits) to meet federal requirements; 100 auditors.*

### **Intern**

Assist with audits of federal grants in compliance with OMB Circular A-133. Assist in statutory audits of state agencies. Conduct audits of receipts, expenditures, inventory, and petty cash. Confer findings and resolve issues and data discrepancies. Write reports and document findings. Conduct comparative analyses. Utilize Excel to create worksheets and test sheets.

- Received outstanding reviews from supervisor as noted in my employment file.
- Exposed to federal and state audits and government grants.
- Gained valuable real world audit experience.

### **(VITA) VOLUNTEER INCOME TAX ASSISTANCE, Willimantic, CT • 2011**

The Department of Revenue Services participates in a Volunteer Income Tax Assistance program where volunteers prepare basic federal and state income tax returns free-of-charge for individuals with low and limited income, individuals with disabilities, non-English speaking and elderly tax payers.

### **UNCLE KRANKY'S CAFÉ, Jewett City, Ct • 2004-Present**

*A local restaurant and bar; 10 employees.*

#### **Manager**

Oversee daily business operations including scheduling, payroll, bookkeeping, bank deposits, accounts payable, and account reconciliation. Prepare w-2s, monthly sales tax, monthly 941, and quarterly and year-end taxes. Conduct inventory and purchase supplies as needed. Facilitate restaurant advertising and promotions to generate increased business. Schedule entertainment. Maintain permits and conduct routine equipment inspections. Hire, fire and train staff. Managed 10 employees.

- Increased sales 20%.
- Generated new business by instituting monthly event specials including men's and ladies' steak night, band nights, and karaoke nights. Also brought in pool leagues to boost sales.
- Improved staff productivity through training and staff recognition of a job well done.

### **CANTERBURY PUBLIC SCHOOL SYSTEM, Canterbury, CT • 2001-2008**

*A public school system for students in grades k-8.*

#### **Substitute Teacher**

Filled in for grades K-8 and special education classes as needed. Prepared curriculum. Executed lesson plans.

#### **Computer Literacy includes:**

Microsoft Office  
Dynamics

QuickBooks  
CT Proprietary Accounting System

PeopleSoft

#### *Reference List:*

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|-------------------|-----------------|--|--------------|
| 1. John Rasimas   | Hartford, Ct    | Administrative Auditor                       | 860-240-5336 |
| 2. Mohd Roujob    | Willimantic,CT  | Acct. Department Chair                       | 860-933-3363 |
| 3. Steven Mikutel | Hartford, CT    | State Representative-45 <sup>th</sup> Dist . | 860-367-4615 |
| 4. Marcia Marien  | Norwich,CT      | Mng. Partner, Marien + Co.                   | 860-886-1750 |
| 5. Frank Rubino   | Jewett City, CT | Uncle Kranky's Café                          | 860-376-4226 |

