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| Logo  Description automatically generated  Candidate 80201  City Personnel  (401)331-2311   |  |  | | --- | --- | |  |  | |

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| **Work History** |

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| 2021 - Current  January 2022 - April 2022  2019 - 2021  2016 - 2018 | **Data Analyst**  *ArtForm Salon LLC, Cranston, RI*   * Handles Revenue and Expense entries with QuickBooks * Trusted with showcasing areas of improvement for the company   **Accounting Intern**  *Wadovick & Company, West Warwick, RI*   * Responsible for inputting trial balances into tax software * Handled completing tax returns   **Dietary Aid**  *Genesis Healthcare Greenwood Center*, Warwick, RI   * Trusted to follow mandated OSHA regulations * Lead in team building exercises   **Cashier/ Customer Service**  *Price Rite, Warwick, RI*   * Maintained a friendly attitude while serving customers * Developed problem-solving skills while working in groups * Manage financial records and register receipts * Team Lead in balancing cash in the safe; opened and closing cash drawers |

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| **Education** |

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| August 2022 | Bachelor of Science: Business Administration, Accounting  *University of Rhode Island - Kingston, RI* |

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| June 2020 | Associates Degree: Business  *Community College of Rhode Island - Warwick, RI* |

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| **Skills** |

Accounts Receivables | Accounts Payables | Billing | QuickBooks | Reconciliations | General Ledger | Excel | Data Entry