

Name

150 Finoli Drive, Greensburg, PA 15601

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EDUCATION

University of Pittsburgh at Greensburg, Greensburg, PA

Expected Graduation: April 2022

Bachelor of Science, Management-Accounting

Cumulative GPA: 3.34

- *Relevant Coursework:* Financial Accounting, Managerial Accounting, Costs, Budgets, and Profit Planning Accounting, Decision Making in Excel
- *Computer Skills:* Microsoft Office Suite, QuickBooks

HONORS

- **Phi Eta Sigma**, Freshmen Honors Society
- Member of the Dean's list

April 2019
4/4 semesters

RELATED EXPERIENCE

Pennsylvania Financial Consultants, West Newton, PA

June 2020-Present

Intern

- Organize client's financial documents and researches new insurance policies
- Create client summaries for client meetings
- Prepare estate books from client documents and lawyers
- Execute trades for mutual funds and equity investments

WORK EXPERIENCE

Nike Outlet Store, Washington, PA

June 2017-Present

Sales Associate

- Process cash, check and credit card transactions accurately and efficiently
- Provide friendly and helpful customer service, and effectively address customer questions and concerns
- Prepare inventory with pricing and sensors, maintained overall organization of stock room
- Responsible for product flow through shipping and receiving and floor displays
- Mentor other associates and provide direction while contributing to overall team effort for store success

VOLUNTEER EXPERIENCE

Jeannette Middle School; Lunch Buddies, Jeannette, PA

March 2019

- Assisted students after school by helping with homework, projects, and engaging in interactive games

Pitt-Greensburg; Into the Streets, Greensburg, PA

Fall 2018 & 2019

- Participated in two service projects through week-long community service initiatives

Canon-McMillan Summer Basketball Camps, Washington, PA

Summers 2016-2018

- Served as a Supervisor, Coach, and Referee for youth basketball players

LEADERSHIP & ACTIVITIES

- *Community Assistant*, Pitt-Greensburg Office of Housing and Residence Life
- *Member*, Pitt-Greensburg Accounting and Business Club
- *Member*, Men's Basketball Team at Pitt-Greensburg

August 2020-Present
January 2019-Present
August 2018-Present