

ANIKA SEHNE

Dalton, PA

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(570) 983-4441

EDUCATION

The University of Scranton, Kania School of Management
Bachelor of Science in International Business

Scranton, PA

Expected Graduation May 2025

- Overall GPA: 3.98/4.00

Colegio Santa Fe

Cultural Exchange

Navajoa, Sonora, Mexico

September 2018-February 2019

Lycée Jean Monnet

Rotary Youth Exchange

Annemasse, Haute Savoie, France

August 2016-July 2017

PRACTICAL EXPERIENCE

Philip G. Ball Company

Accounting Assistant

Clarks Summit, PA

January 2022-Present

- Track spending categories using Excel, Google Sheets, and enter data into QuickBooks
- Write professional emails to external companies' accounting divisions for reference requests
- Write memos and deliver messages to the CFO in a timely manner with a cordial attitude
- Assist with preparing financial reports, observe bank statement reconciliations, and perform credit checks
- Analyze financial data to create and deliver presentations on financial performance using Excel
- Collaborate and communicate with accounting team and senior management

Terrapin Tech

Student Sales Lead

College Park, MD

Aug 2021 – Nov 2021

- Promotion to Sales Lead effective Fall 2021
- Manage a team of six student technicians: scheduling, proper training, and discipline
- Use Lightspeed Retail to complete online orders and in-person sales
- Interacted and communicated with customers to ensure needs were met

ADDITIONAL EMPLOYMENT

Terrapin Tech

IT Associate

College Park, MD

August 2019-August 2021

- Troubleshoot issues and run diagnostics on PCs and Macs
- Assist customers telephonically using Cisco Finesse and Cisco Jabber
- Assist in-person customers' technical issues with compassion and patience

LEADERSHIP EXPERIENCE

Rotary E-Club of International Innovators

President

Scranton, PA

July 2022-Present

- Organize and lead weekly club meetings
- Motivate the team to work hard and achieve ultimate goals

Treasurer

September 2021-June 2022

- Review monthly bank statements and compile changes into a report for the board

Rotarian of the Year Award

2022

OTHER INFORMATION

Certifications: DELF B2 in French

Interests: Tennis, Volunteering with exchange students, Crosswords

Skills: Microsoft Office Suites (Excel, Word, PowerPoint), Spanish (conversational)