

# JAKE GRADLEY

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24 Wight Street  
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## EDUCATION

**The University of Scranton**, Kania School of Management  
*Bachelor of Science in Accounting*

**Scranton, PA**  
*Anticipated Graduation May 2026*

- Overall GPA: 3.4/4.0
- Loyola Scholarship Recipient
- Anticipated 120 credits by May 2026
- Dean's List Fall 2022, Spring 2023, and Spring 2025

## PRACTICAL EXPERIENCE

### **Nisivoccia LLP**

*Commercial Audit Intern*

**Bridgewater, NJ**

*May-July 2025*

- Worked with not-for-profit clientele, mainly in the Department of Education
- Collaborated in teams on-site for clients with Internal Controls, Revenue Testing, and Certifications
- Experience with a new Accounting Software; CCH Engagement
- Shadowed and supported senior accountants performing audits

### **Deerpath Construction Corporation**

*Accounting Intern*

**Union, NJ**

*Summer 2022 / 2023 – May-June 2024*

- Assisted the controller with various accounting tasks such as cash management and answering client inquiries
- Accounts payable: invoice classification and payment processing
- Accounts receivable: calling clients for collections and updating management
- Tracking payroll and expenses for multiple construction projects
- Received supervision from Controller and outside accounting firm

## DEVELOPMENTAL EXPERIENCE

### **Oak Crest Camp**

*Camp Counselor*

**Somerset, NJ**

*June - August 2024*

- Create engaging activities to entertain middle school students
- Provide a safe environment for students to learn skills outside of the home and classroom
- Act as liaison between administration and parents

## CAMPUS INVOLVEMENT

### **The University of Scranton**

*Accounting Club Member*

*PRISM Club*

*Business Club*

**Scranton, PA**

*Fall 2022-Present*

## OTHER INFORMATION

*Skills:* QuickBooks; Microsoft Office Suites (Word, Excel, PowerPoint); Power BI; Alteryx

References are available upon request.