

# Riden Kingston

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## EDUCATION

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

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

## RELEVANT COURSEWORK

- In-Progress: Auditing Theory, Accounting Information Systems, Advanced Accounting
- Completed: Federal Taxes, Intro to Business Analytics, Cost Accounting

## SKILLS AND CERTIFICATIONS

*Skills:* Windows, Mac, Microsoft Word, PowerPoint, Excel, Facebook, Twitter, Instagram

*Certifications:* IRS VITA/TCE Advanced Tax Preparation, Alteryx Foundation Micro-Credential

## WORK EXPERIENCE

### **The University of Scranton**

*Library Technical Services Work Study*

**Scranton, PA**

*September 2024-Present*

- Catalog and organize materials
- Manage inventory systems and track library items
- Process new acquisitions from purchases and donations
- Verify inventory records against physical items

### **Hampton Inn**

*Front Desk Associate*

**North Wales, PA**

*June 2023-August 2023*

- Efficiently checked guests in and out, providing an outstanding guest experience
- Managed phone lines to handle guest inquiries, reservations, and service requests, and ensured prompt and efficient communication to increase guest satisfaction

### **Bluefin Eagleview**

*Waiter*

**Exton, PA**

*February 2021-May 2022*

- Worked in a high-paced environment
- Provided excellent customer service and ensured that all my customers' needs were met
- Resolved customer complaints and issues
- Assisted others in serving meals

## CAMPUS INVOLVEMENT

### **The University of Scranton Performance Music**

*Saxophonist*

**Scranton, PA**

*August 2022-Present*

- Balanced weekly rehearsal with academic workload, strengthening discipline and time management
- Performed at campus events and fundraisers, contributing to community engagement and school spirit