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**EDUCATION**

**The University of Scranton,** Kania School of Management **Scranton, PA**

*Master of Business Administration*  *Anticipated May 2026*

**The University of Scranton,** Kania School of Management **Scranton, PA**

*Bachelor of Science in Accounting*  *Anticipated May 2025*

* Overall GPA: 3.60/4.00
* Omega Beta Sigma: Women in Business Honor Society
* Alpha Mu Gamma: Foreign Languages Honor Society, Club Officer

**Wyoming Seminary College Prepatory School** **Kingston, PA**

*Diploma Received May 2021*

**WORK EXPERIENCE**

**Baker Tilly US Wilkes-Barre, PA**

*Audit Intern**June 2024-August 2024*

*June 2023-August 2023*

* Collect and analyze financial data, assist in the creation of financial statements and reports
* Review financial statements, ensuring compliance with accounting principles and regulatory requirements
* Prepare documentation and work papers to support audit recommendations

**Berkshire Hathaway GUARD Insurance Companies Wilkes-Barre, PA**

*Agency Services Intern May 2022-August 2022*

* Assisted with insurance and financial account updates using a variety of insurance software systems
* Issued and directed certificates of insurance to policyholders
* Prepared and documented insurance reports, client information, policy records, and other work as needed

**Center for Teaching and Learning Scranton, PA**

*Spanish Tutor September 2021-Present*

* Help students develop study skills and techniques to help improve their academic performance
* Provide academic assistance to students, faculty, and directors in the Global Languages Department

**Nu-Mart Convenience Store Kingston, PA**

*Assistant Manager April 2022-Present*

* Supervise employees in sales work, taking of inventories, and preparing daily record of transactions
* Perform cash audits, ordered large amounts of change for the banks in the shops
* Record and maintain daily financial transactions and sales reports

*Cashier June 2017-April 2022*

* Balanced cash drawers, prepared store deposits, completed necessary paperwork for closing
* Established price of goods, assisted vendors with payment and check-ins with their product

**VOLUNTEER EXPERIENCE**

**Wyoming Seminary Kingston, PA**

*Library Advisory Board: Academic Leader April 2019 – May 2021*

* Assisted students with copying, faxing, computer skills, questions, and concerns
* Maintained library management in terms of volume, rules, and time management

**VA Medical Center Wilkes-Barre, PA**

*Logistics Worker May – August 2020*

* Closely assisted in handling various accounts including receipts, spending, inventory, and accession of supplies
* Ensured timely processing of transportation service provider invoices in accordance with service provider agreements and corporate payment procedures and documented and filed financial information reports within the organization

**Wyoming Seminary Kingston, PA**

*Teaching Assistant: Summer Film Class May – August 2020*

* Assisted head faculty with classroom instruction material, assignments and record keeping
* Improved student participation in the classroom through integration of creative exercises and peer review session

**OTHER INFORMATION**

**Achievements:** Commission on Economic Opportunity, Arrupe Scholarship, NASA T2U Certificate