



## 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 April 2019
- Member of the Dean's list 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 August 2020-Present
- *Member*, Pitt-Greensburg Accounting and Business Club January 2019-Present
- *Member*, Men's Basketball Team at Pitt-Greensburg August 2018-Present