

Amanda M. Albert

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735 Sterling Rd | West Deptford | NJ | 08096 | tel: 609.221.4463

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015

Major: Finance | Minor: Legal Studies

GPA: 3.97 | Dean's List, Fall 2012, Spring 2013

Selected Courses:

Financial Accounting

Business Communications

Management Information Systems

Professional Development

Leadership & Organizational Management

Financial Management

ACTIVITIES & AWARDS:

Member, Financial Management Association, Fall 2013

Member, National Society of Collegiate Scholars, Spring 2013- present

Member, Academic Affairs Temple Student Government, Fall 2012- present

Member, Phi Beta Lambda, Fall 2012- Spring 2013

EXPERIENCE: DRANOFF PROPERTIES, Philadelphia, PA

Summer 2013

File Clerk, Accounting Department

- Assisted in managing accounts receivable and accounts payable for 4 properties with 1,000+ tenants in QuickBooks and AMSI.
- Handled petty cash and made daily bank deposits of \$75,000+ through M&T Bank online remote checking.
- Coordinated the collection of tenant IRS forms, as well as saved time with account transfers by providing detailed reports of tenant escrows to senior management and M&T Bank.

FUNPLEX, Mt. Laurel, NJ

Summer 2012

Lifeguard

- Provided a safe environment for 70+ swimmers in a public pool by effectively communicating the rules.
- Monitored and recorded the levels of pH, chlorine, and alkalinity in the swimming pool at specific time increments.
- Collaborated with a team of lifeguards to calculate the risks associated with each individual swimmer.

SKILLS:

- Microsoft Word, PowerPoint, and Excel
- Quickbooks
- AMSI
- BuildingLink
- SAP