1600 Garrett Rd. Apt. F103 | Upper Darby | PA | 19082 | tel: +1 267-333-2232

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

Bachelor of Business Administration, Graduation: May 2015 with 150 credits

Major: Accounting, Minor: Finance and Entrepreneurship

GPA: 3.45

ACTIVITIES:

National Association of Black Accountants (NABA), Fall 2013

Temple Toastmasters Fall 2013

President's Honor List (DCCC), Fall 2011 – Fall 2012

Phi Theta Kappa Honor Society (DCCC), Fall 2011 – Present

EXPERIENCE: ANGIE'S SHOES AND LEATHER GOODS, Palmyra, NJ December 2013 – Present

Assistance Store Manager - weekends

- Keep track of inventories by recording goods received from suppliers and those issued to customers on perpetual basis to avoid shrinkage and also keep inventory chart updated.
- Report to supervisor when the store runs low on specific brands or when sales are slow on other brands so that appropriate purchases are made at the right time.

CAMPAIGN FOR WORKING FAMILIES, Philadelphia, PA January 2014 – April 2014 **Tax Return Preparer - Volunteer**

- Volunteered once a week to help improve the economic status of working families in the Philadelphia community by protecting them from expensive financial services through CWF an organization that provide free tax preparation and resource building services.
- Completed free tax returns by making sure families get the tax credits that they deserve and also help them apply for public benefits that they are eligible to get.

PRIMERICA FINANCIAL SERVICES, Philadelphia, PA June 2013- August 2013 Insurance Sales Associate – Summer Intern

- Sold term life, long term care, auto and & homeowner insurance and investments to clients by helping on average three families a week for a main street company whose mission is to help middle income earners become financially protected and independent.
- Educated clients about proper financial planning with regards to investment options and ways to get out of debt and remain debt free; also provided customer service to both existing and potential clients in order to help them make the right decisions.

United States Census Bureau, Philadelphia, PA April 2010 – July 2010

Enumerator

- Conducted a door-to-door head count in the 12th district of Philadelphia by completing the census forms for each residential home as required by the U.S. department of Commerce.
- Reported information appropriately in the format required; communicated effectively with residents to encourage them to provide the required household data accurately.

SKILLS & LANGUAGES:

- Microsoft Word, Excel and PowerPoint.
- Life insurance and annuity license PA issued license