**Daniel P. Rosa**  *Daniel.rosa@temple.edu*

### 237 Shady Lane | Huntingdon Valley | PA | 19006 | 215.520.6280

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

 ***Bachelor of Business Administration, Graduation: May 2015***

 ***Major: Accounting- Total Credits: 150***

 GPA: 3.21

 Selected Courses:

 Intermediate Accounting 1 Operations Management

 Accounting Information System Business Law

 Management Information System Professional Strategies

EXPERIENCE:FREE LIBRARY OF PHILADELPHIA, Philadelphia, PA September 2013- Present

 **Accounting Intern, Finance Department**

* Record transactions which include journal entry preparation, grants, cash entires, and prepare month-end closing journal entries.
1. Capture bank fees and foreign and complex transactions for description purposes for the Senior Accountant.
2. Perform multiple bank reconciliations and analysis of all fine and fee income from the library branches to correspond to accounting software reports and bank statements.
3. Conduct bi-weekly Payroll process for 250 library employees.
4. Provide information to staff, explain accounting transactions, and resolve, accounting issues and discrepancies.

HAHNEMANN UNIVERSITY HOSPITAL, Philadelphia, PA April 2013-Present

#### Orderly, Operating Room

1. Sanitize the operating room after surgery and prepare the room for upcoming surgeries transporting equipment to meet specific needs.
2. Work beside doctors and nurses while meeting their expectations in a timely fashion.
3. Transport patients from recovery room to their hospital room or escort them to their car.
4. Deliver specimens to the corresponding lab or blood bank for further analysis.

# SKILLS:

# Microsoft Office