Elizabeth A. Gulla

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EDUCATION:	TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA ***Bachelor of Business Administration, Graduation: May 2015*** ***Majors: Accounting, Management Information Systems*** | Total expected credits: 150 GPA: 3.52 | Dean's List, Spring 2013

Selected Courses:

Cyberspace and Society	Cost Accounting
Information Systems in Organizations	Intermediate Accounting I
Data Analytics	Intermediate Accounting II

ACTIVITIES:	Member, Institution of Management Accountants, Fall 2012 – present Member, Temple University Intramural Soccer, Fall 2012 – present Member, Neumann Center at Temple University, Spring 2012 – present

EXPERIENCE:	**PROJECT FOR NUCLEAR AWARENESS**, Philadelphia, PA May 2013 – Present **Bookkeeping Fellow**

- Incorporate QuickBooks into small, non-profit organization in order to lessen monthly expenses.
- Verify financial statements for up-to-date information so board members were informed on current financial position of the company.
- Generate monthly paychecks for ten employees.

NAI SUMMIT, Allentown, PA   December 2012 – January 2013
Accounting Assistant

- Assisted accounting department with property organization projects and day-to-day office tasks at a full-service commercial/industrial real estate firm.
- Contributed to the simplification of the ongoing file organization within the company.
- Conducted financial analysis using Excel and compiled manual accounts payable into a digital arrangement.

TEMPLE UNIVERSITY, Philadelphia, PA   September 2012 – December 2012
Office Support, Institutional Review Board

- Facilitated file organization at the Institutional Review Board which oversees the ethical decisions of all studies sponsored by a large university.
- Ensured research project files would be found easily and efficiently by creating folders and filing them properly.
- Compiled files for each new potential study to be performed at the university.

SKILLS:

- Microsoft Access, Excel, Word, PowerPoint
- SAP
- MySQL Workbench
- SAS Enterprise Miner