

## Emily A. Pincus

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
***Bachelor of Business Administration, Graduation: May 2016***  
***Major: Finance***  
GPA: 3.3, Dean's List: Fall 2013

**ACTIVITIES:**

- Member, Temple University Investment Association, Spring 2014
- Member, Cherry Crusade, Fall 2012-Present
- Junior Analysts, Fox Fund, Spring 2014
- Member, National Society of Leadership and Success, Present
- Colony Member, Alpha Xi Delta Sorority, Present

**EXPERIENCE:** PINCUS ELEVATOR COMPANY, INC., West Chester, PA July 2008 – Present  
**Administrative Assistant – part time**

- Provide customer service by answering a multi-line phone for a regional company. Direct phone calls to the appropriate personnel and screen phone calls. Connect the phone system to the overnight emergency call center. Retrieve call center messages and forward to the proper personnel.
- Proficient in QuickBooks Accounting, Microsoft Word, Excel and Liftkeeper-elevator service management software.
- Use QuickBooks to enter over \$100,000.00 in transactions of accounts receivables. Prepare bank deposits. Assist in collecting payables from customers.
- Collecting and inputting additional customer data to update and improve the function and usability of Liftkeeper software.
- Type, copy, fax and scan correspondence and contracts for customers.

OLLY SHOE STORE, Exton, PA January 2010 – May 2011  
**Sales Associate-part time**

- Greeted and assisted customers. Sized and measured the children's feet. Helped locate and try on the products.
- Responsible for checking out items purchased or returned by the customer via credit card or cash at the register.
- Organized the store and stocked the shelves with product by size.

JUSTICE CLOTHING STORE, Exton, PA June 2011-August 2012  
**Sales Associate-part time**

- Provided customer service by greeting and assisting customers.
- Organized stock and inventory.
- Processed sales and returns by credit card and cash register.

ARROWHEAD DAY CAMP, West Chester, PA Summer 2008-Summer 2010  
**Junior Counselor-full time**

- Assisted the head counselor with supervising up to 25 children. Supervised the children during sports, computer, art activities, meals, and transportation.

**SKILLS:** Microsoft Word, Excel, QuickBooks Accounting, PowerPoint, Liftkeeper

