

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2016**Major: Accounting / Total Expected Credits: 126**

GPA: 3.55 | Dean's List: Spring 2013

*Anticipated Graduate Program: Master of Accountancy Program, August 2016***ACTIVITIES & AWARDS:**

- Monsignor Bonner & Archbishop Prendergast Advisory Board, 2013- present
- Phi Beta Lambda, Most Active Member, 2012- present
- Institute of Management Accountants, 2012-present
- National Society of Collegiate Scholars, 2013-present
- Intramural Softball, Temple University, Spring 2013
- Dancer and Volunteer at Cathie Collins School of Dance, 1998- present
 - Tap, Jazz, Ballet, Modern, Lyrical, Pointe, and Hip-hop
 - Competitions: Numerous 1st place, Technique, and Choreography Awards
- Community Service Corps, President, 2009- 2012
 - St. Timothy Award and Gold Award for outstanding service, 2012
- Girl Scout, 2001-present
 - Girl Scout Silver Award, 2009

EXPERIENCE:

J.B. DAWSON'S RESTAURANT & BAR, Drexel Hill/Plymouth Meeting, PA July 2010- present

Hostess/ Server

- Manage front desk and provide friendly table service for a large, family-style restaurant with 5 locations and diverse clientele, serving 200+ customers per day
- Administer general operations of the restaurant by: training and supervising new employees, greeting customers, taking reservations, answering phones, fulfilling guest requests, and waiting on tables
- Coordinate seating chart, prepare and maintain cleanliness of dining area, perform open and closing procedures, and ensure quality service provided in a timely manner

CPA LOUIS PAVONE, Lansdowne, PA

July 2011- present

Bookkeeper

- Assist independent accountant by providing basic accounting needs for a local florist shop
- Organize documents, checks and receipts, and enter checks into Quick Books Program
- Prepare and verify all account reconciliations

CATHIE COLLINS SCHOOL OF DANCE, Aldan, PA

September 2011- June 2012

Assistant Teacher

- Introduced and taught preschool and kindergarten students, ages 2-6, the basics of tap, ballet, and gymnastics
- Instructed warm-ups to begin class, assisted with moves, ensured no injuries occurred
- Interacted with 10-20 students per class, encouraged discipline and listening skills, and promoted leadership and social skills through individual participation

SKILLS:

- Microsoft Office, SAP Software, Quick Books Accounting Program