

# Kalee Marshall

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## **EDUCATION:**

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: February 6, 2015***

***Major: Accounting***

## **ACTIVITIES & AWARDS:**

- Recipient, Charlotte Newcombe Scholarship, October 2014
- Member, Alpha Beta Gamma, October 2010 - present
- Member, Student Ambassador, September 2011- September 2012
- Recipient, Dr. Lorraine Brown Scholarship, August 2011
- Recipient, Creative Writing Scholarship, April 2011

## **EXPERIENCE:**

CAMPAIGN FOR WORKING FAMILIES, Philadelphia, PA

January 2013 – April 2014

### **Volunteer Tax Preparer**

- Assigned in tax preparations and assisted clients with their income statements.
- Received the Internal Revenue Service Certification after completing tax preparer training.
- Applied a computer software programs to verify if clients were eligible for earned income tax credit.

SALVATION ARMY, Philadelphia PA

May 2013 – August 2013

### **Accounting Clerk Intern**

- Monitored accounts receivables and sent invoices to clients through supervisor.
- Input data into SAP and Ceridian to keep track of information for payroll.
- Prepared and posted journal entries for supervisor.
- Provided bookkeeping services on records for current and former employee's tax information.
- Sorted information such as I-9(s), W-4(s), PSD Codes, and Retro Act PA 32.
- Created and maintained an administrative budget for funding programs.

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

January 2013 – Present

### **Audio Visual Support**

- Assisted students, faculty, and staff with technological software and hardware appliances.
- Resolved technological issues such as tax panels, AMX projectors, and screen monitoring.

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA

March 2011 – December 2012

### **Student Orientation Leader**

- Welcomed prospective students and explained programs and academic resources.
- Provided tours to incoming and returning students and assisted 40 students by scheduling appointments for academic counselors.

## **SKILLS & LANGUAGES**

- Microsoft Excel for balance sheets, income statements, or any financial statements
- SAP/Ceridian
- Filing tax returns
- Bookkeeping for payroll services
- Spanish, Chinese (Mandarin) -conversational
- Exposure to Quickbooks