

Mallory E. Perlin

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

Bachelor of Business Administration, Graduation: May 2016

Major: Accounting

Minor: Management Information Systems

GPA: 3.10 |

Selected Courses:

- ACCT 2101: Financial Accounting
- HRM 1101: Leadership and Organizational Management
- LGLS 1101: Legal Environment of Business
- ECON 1101& 1102: Macro and Microeconomic Principles
- STAT 1102: Calculus for Business
- MIS 2101: Information Systems in Organizations (Spring 14)
- MKTG 2101: Marketing Management (Spring 14)
- STAT 2103: Business Statistics (Spring 14)
- BA 3580: Business Administration: Excel (Spring 14)

ACTIVITIES & AWARDS:

- Chairman of the Vacancy Board, Trappe Borough. January 2014- Present
- Member of Institute of Management Accountants August 2013- Present
- Banana Republic Manager's Award for exceeding company expectations; March 2012, May 2012, August 2012, February 2013, April 2013, July 2013, August 2013, September 2013, October 2013, November 2013, December 2013, January 2014.
- Member of Montgomery County Board of Elections. May 2012- Present

EXPERIENCE: National Risk and Investigative Services Inc, Trappe, PA November 2009 - Present

Intern

- Filing of documents
- Bank reconciliation
- Validation and verification of invoices and work product
- Data input using Microsoft Excel

Banana Republic Factory Store, Limerick, PA September 2010 - Present

Sales Associate, Cashier

- Providing customer service to hundreds of customers per day
- Helping with loss prevention
- Use of a cash register proficiently
- Handling of cash, and credit/debit transactions

Perkiomen Valley School District January 2012-May 2012

Intern, Finance/Accounting Department

- Worked with both Accounts Payable and Accounts Receivable
- Basic Auditing
- Counting currency
- Computerized data input

- Clerical duties; shredding of documents, filing of documents, creating packets of documents.

SKILLS & LANGUAGES:

- Proficiency in Microsoft Excel, Word, PowerPoint
- Strong customer service skills
- SAP Training