

# ROBERT RADZINSKI

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**  
**Masters of Accountancy, Graduation: August 2017**  
**Major: Accounting** | Total expected credits: 150  
**Minor: MIS**

ACTIVITIES: Member, National Society of Leadership and Success, 2014 - present  
Polish Scouting Organization of Philadelphia, 2003-2012

EXPERIENCE: MODERN GROUP, Bristol, PA July 2014 - present  
**Accounting Intern**

- Assisted corporate controller and staff with daily accounting functions like building reports and preparation for an audit.
- Assisted with financial and accounting functions like entering invoices and payments into Microsoft NAV.
- Conducted financial analysis using SQL and Excel.

TEMPLE TELEFUND, Philadelphia, PA October 2012 - December 2013  
**Student Fundraiser**

- Contacted alumni, parents helping raise funds for all students at Temple University, that couldn't afford attending without it.
- Developed strong communication and customer service skills by being able to learning how to work with our potential donors.

BOUNCE U, Langhorne PA July 2011 – November 2011  
**Party Host**

- Organized, hosted and lead the party throughout the three sections of the building.
- Bettered my communication skills and customer service abilities by being able to keep the parents happy and give them everything they want.

## SKILLS & LANGUAGES:

- Mastery of Microsoft Office programs (Word, Excel, Powerpoint, Access)
- Basic SAP training (2013)
- Polish – Fluent
- Spanish – Basic