

# PADIN STEIN

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## SUMMARY

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I am dedicated and determined in my work, willing to rise to any challenges that may present themselves and find solutions to difficult problems. I work well individually and with others, and am creative and flexible in how I approach responsibilities and duties in the work environment.

## EXPERIENCE

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American Heritage Federal Credit Union | Philadelphia, PA

Accounting Intern | 06/2023 - 08/2023

As an intern with the American Heritage accounting team, my duties included both professional training and hands-on experience within the accounting and finance departments. This included training with Microsoft Excel, performing general ledger reconciliations, managing corporate credit cards, filing expense reports, loan reporting, tax reporting, preparing for audit, and more.

American Heritage Federal Credit Union | Philadelphia, PA

Facilities Maintenance | 06/2021 - 08/2021; 06/2022 - 08/2022

As a member of the facilities department, I worked with a team to manage and maintain both the main branch of American Heritage FCU, as well as upkeep at various smaller branches in the area. My responsibilities ranged from watering and planting to assembling structures, cleaning, moving equipment and supplies, and event preparation.

Briar Bush Nature Center | Abington, PA

Camp Aid | 06/2019 - 08/2019

As a summer camp aid and assistant, I worked to prepare activities for young campers and manage them while moving between areas and during activities. This includes food preparation and distribution, cleaning, first aid training and application, and experience managing and working with children.

## SKILLS

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Communication skills, Teamwork, Problem Resolution, Data Entry, Maintenance Management, Groundskeeping, Financial Services, Data Management, Computer Literacy, Microsoft Excel

## EDUCATION

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Temple University (Attending - Freshman) | Philadelphia, PA

Business Management | 05/2027

Abington Senior High School (Graduated) | Abington, PA

As a prior High School student: National Hispanic Recognition Scholar award winner, member of the National Honors Society, entrant into Temple University Honors and Fox School of Business Honors programs

## LANGUAGES

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English, Spanish; Reading and Writing

