Reuben S. Ratnum

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8018 Arlington Ave | Upper Darby | PA | 19082 | tel: 856-812-5882

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

Bachelor of Business Administration, Graduation: May 2023

Major: Finance

GPA: 3.93 | Dean's List 2019

Selected Courses:

Financial Accounting	Intermediate Corporate Finance
Financial Management	Statistical Business Analytics

ACTIVITIES AND AWARDS:

IMA Data Analytics & Visualization Fundamentals Certificate, August 2020-Current

Director of Member Relations, Institute of Management Accounts, Temple, September 2019- Current

Singer- Grace Trinity Worship Team, October 2016- Current

EXPERIENCE:

Campaign For Working Families, Philadelphia, PA — January 2019 - August 2020

Tax Preparer

- Prepared tax returns for low income residents of the city of Philadelphia
- Manage data entry of tax information into current online VITA system
- Review tax preparations done by team members, making any necessary corrections such as spelling or informational errors
- Analyze and communicate tax information to taxpayer

Kumon, Bala Cynwyd, PA — July 2016 - Current

Tutor

- Tutor students in all academic subjects and guide them in test-taking skills, note taking, and studying for exams
- Handle reviewing, grading, and providing feedback on work submitted by students
- Evaluate student work and document students' grades into the system
- Identify and modify resources to meet students' diverse needs and integrate concepts into lessons
- Communicate with parents and guardians either of students' progress or improvements

SKILLS & LANGUAGES:

- Microsoft Software - PowerPoint, Word, Excel, etc.
- Tamil - Advanced.