

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2022**Majors: Accounting & Management Information Systems** | Total expected credits: 150

GPA: 3.75 | Business Honors Program | University Honors Program

Dean's List: Spring 2019 - Spring 2020

SELECTED COURSES:*Web Application Development**Intermediate Accounting I & II**Honors Data Science**Honors Financial Management**Data and Analytics**Accounting Information Systems***ACTIVITIES & AWARDS**

Member, Beta Alpha Psi

Member, Business Honors Student Association

Treasurer, Fox Accounting Association

Temple Transfer Team Ambassador

Member, Honors Admissions and Transitions Team

SNL Endowed Honors Scholarship

Stanley Merves CPA Undergraduate Scholarship Recipient

1st Place, PwC Case Competition 2020, Captain

April 2020 - Present

Jan 2019 - Present

Sept 2019 - December 2020

April 2019 - January 2020

Nov 2019 - Oct 2020

October 2019 - 2020

April 2019

February 2020

EXPERIENCE:

A. M. ASARAF, CPA PC; Philadelphia, PA

December 2019 - Present

Tax Season Staff

- Prepare and file individual, partnership and S-Corporation tax returns for over 50 clients using Lacerte 2018 and 2019 software
- Assist in the development of Excel and QuickBooks spreadsheets for business clients and organization of individual files

BAKER TILLY US, LLP; Clarks Summit, PA

December 2020 - Present

Remote Client Service Representative

- Manage inbound and outbound calls in support of individuals and businesses applying for the Navajo Nation CARES Fund Hardship Assistance Program
- Meet and exceed established call center productivity metric goals with emphasis on appropriate customer service

FOX SCHOOL OF BUSINESS HONORS ADVISING; Philadelphia, PA May 2019 - Present

Academic Peer Advisor

- Support the Fox Honors staff in providing express advising and helping over 250 new and returning students register for classes
- Utilize knowledge of Temple University's resources to communicate with students how to solve academic challenges
- Give individual peer advice on effective time management, studying, and exam preparation

SKILLS & LANGUAGES:

- Advanced MS Office Tools Skills
- Intermediate QuickBooks & Lacerte Pro Skills
- Intermediate Microsoft SQL Server Skills
- Intermediate Tableau & Tableau Prep Skills