

Zachary J. Silverstein

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2014
Majors: Accounting and MIS
GPA: 3.14

ACCOUNTING SOFTWARE & SKILLS:

- Intacct cloud-based accounting software – Completed 15 hour training
- TaxWise – Fluent
- LSI, QuickBooks - Basic

COMPUTER SOFTWARE & SKILLS:

- Microsoft Excel, PowerPoint, and Word- Certified, 2009-Present
- Google Analytics, JustinMind Prototyper, Microsoft Visio, MySQL, PHP, Salesforce, SAS, WordPress – Fluent
- Conga, CRM, HTML, Microsoft Dynamics, Microsoft Project, PowerDialer, SAP, SpringCM - Basic

EXPERIENCE:

Note Alliance; Willow Grove, PA May 2014-Present
Technology Management Intern

- Develop and design a Salesforce-driven internal CRM software application to increase company productivity and boost efficiency of data management.
- Implement and maintain the Salesforce application for employee's daily use within the organization.
- Redesigned the company website on WordPress to make the most of Salesforce's lead generation to secure clients.

A&M Berk Tax Services; Philadelphia, PA Dec 2013-May 2014
Tax Preparer

- Provide tax preparation service to diverse group of clients and actively build upon interpersonal skills while serving the community.
- Help ensure that clients receive the maximum benefit permitted under the law of the government while complying with the federal, state, and local codes.
- Received 60 hours of training on tax code and code of conduct.

JJLN CONSULTING; Philadelphia, PA May 2013–Sept 2013
Accounting and Web Developing Intern

- Maintain client information and performed daily accounting tasks such as setting clients up on the software, importing daily transactions, and creating reports on Intacct, a cloud-based accounting software.
- Contribute to designing an interactive and user-friendly website.
- Dynamically led a project in creating training manuals on how to use Intacct accounting software for new clients.

TEMPLE UNIVERSITY FOOTBALL; Philadelphia, PA

Fall 2010-Present

Equipment Manager

- One of 10 staff members providing assistance to 120 player Division I college football team, helping with all related equipment needs.
- Provide support to ten defensive linemen including setting up and monitoring practice drills. Other tasks include daily laundry service, pre- and post-practice clean-up, and game day locker room preparation.
- Actively participate in all games and practices, travel with team to six away games, as well as remaining in close contact with coaches and staff regarding equipment inventory.

ACTIVITIES & CLUBS:

- Member, Association for Information Systems, Temple University Student Chapter, 2012-Present
- Volunteer, Volunteer Income Tax Assistance, Temple University Ambler, Jan 2013-April 2013
- Member, Future Business Leaders of America, 2006-2010