

Shawn Example

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EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK
Master of Science, Accounting, Jun. 2022

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK
Bachelor of Science, Accounting, Jun. 2021
GPA: 3.40/4.0

EXPERIENCE

Volunteer Income Tax Assistance Program (VITA), University at Buffalo (UB)
Volunteer Tax Preparer, Through UB Chapter of Beta Alpha Psi, Jan. 2021-Apr. 2021

- Provided individualized tax preparation assistance/advice to low-income families in the Buffalo area, as part of essential and recognized VITA community service team
- Recommended tax solutions for families that were consistent with state and federal tax codes and GAAP principles
- Reviewed detailed financial statements, receipts and other relevant documents with the utmost care to ensure the accuracy and integrity of return filings

Ace Automotive Center, Cheektowaga, NY

Accounts Payable & Receivable Intern, May 2020-Dec. 2020

- Managed all aspects of accounts payable and accounts receivable
- Reduced overdue accounts, approximately \$30,000, by contacting customers to collect overdue debts and offering repayment options
- Accelerated and improved accounts receivable status by assisting Controller and expediting invoice mailing process for better cash flow

Wegmans Food Markets, Inc., Amherst, NY

Customer Service Associate, Mar. 2018-Dec. 2019

- Delivered thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
- Teamed with other associates to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
- Displayed dedication and work ethic by offering to work extra shifts in busy periods
- Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

ACTIVITIES

VP of Technicals, Beta Alpha Psi, Business Honors Fraternity, Aug. 2020-May 2021

- Arranged and coordinated professional presentations for members by alumni from accounting industry areas such as public, private and government

Practice Interviewer, School of Management, Career Resource Center, Feb. 2019-Apr. 2019

- Conducted practice interviews and provided improvement feedback for fellow undergraduates to help prepare them for behavioral interviews

Student Volunteer, UB Linda Yalem Memorial Run, University at Buffalo, 2019

SKILLS

MS Office: Excel, Word, Publisher, PowerPoint and Access

Accounting Software: MS Dynamics, Great Plains and QuickBooks