

Robin Hill

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<http://www.linkedin.com/rhill/>

EDUCATION **UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK**
Master of Science, **Accounting**, 06/xxxx

SUNY COLLEGE AT GENESEO
Bachelor of Science, **Accounting**, 06/xxxx
GPA: 3.41/4.0

EXPERIENCE **ABC Tax Service**, Rochester, NY
Tax Intern, xx/xxxx-xx/xxxx

- Analyzed client financial information to accurately process and file both state and federal tax return filings
- Delivered individualized service by consulting with each client to appropriately assess financial situation and tax filing profile
- Expedited filings through effective use of IT applications, such as Excel and Access

SUNY College at Geneseo Freshmen Residence Halls, Geneseo, NY
Resident Advisor, xx/xxxx-xx/xxxx

- Supervised and monitored all activity and interaction among 120 students residing on two floors of the hall to ensure a pleasant and respectful living environment
- Advised individual students regarding life management issues to foster independence and ease transition to college life
- Mediated conflicts and resolved issues, enforcing policy and disciplinary procedures when necessary to maintain order
- Developed and implemented programming in the hall to promote the use of campus student services and extend the support system for residents

Wegmans Food Markets, Inc., Fairport, NY
Customer Service Associate, xx/xxxx-xx/xxxx

- Provided thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
- Teamed with other associates in collaborative manner to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store
- 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

SKILLS MS Office: Excel, Word, Publisher, PowerPoint and Access
Accounting Software: MS Dynamics, Great Plains and QuickBooks

ACTIVITIES Member, Accounting Society at SUNY College at Geneseo
Volunteer, Habitat for Humanity, Monroe County
Volunteer, Local Neighborhood Beautification Project, Geneseo, NY