

Gabriel Accountant

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Objective To obtain an auditor position with KPMG.

Education **Bachelor of Science in Accounting** May 2009
Centenary College of Louisiana, Shreveport, LA
Major: Accounting Cumulative GPA: 3.59/4.0
Related course work: Business Law, Intermediate Accounting, Auditing, Cost Accounting, Financial Accounting, Managerial Accounting, Income Tax, Accounting Information Systems.

Internships **Accounting Intern**, Business Office, Centenary College, Shreveport, LA (2008-Present)

- Assisted with the yearly audit of Centenary College
- Worked on Prepared By Client binder
- Prepared analysis of fixed assets for Centenary
- Analyzed NCAA athletic travel expenses
- Prepared journal vouchers and scanned invoices onto Centenary's network
- Reconciled medical and flex benefits

Investment Intern, Merrill Lynch, Shreveport, LA (May 2007-August 2007)

- Assisted with reallocation of clients' portfolios
- Research newly issued bonds for clients
- Prepare hypothetical portfolio presentations for potential clients
- Update client information into SalesForce
- Prepared intern presentation on comparison of two different stocks
- Read *The Wall Street Journal* daily

Skills/Abilities **Leadership/Management**

- **Resident Assistant in Cline, Rotary, James** (2006-Present)
- Manage individual Resident Assistant budget
- Organize and plan events for the campus which are sponsored by Residence Life
- Open and close residence halls during campus holidays and breaks
- Operate key exchanges and place maintenance requests for residents as needed
- Enforce rules and regulations in the residence halls

Communication

- Advertise Residence Life sponsored events by posting flyers and making banners, etc.
- Collaborate with other organizations, such as the Centenary Activities Board, to coordinate events
- Turn in weekly reports to the Hall Director, which include programmed events, self evaluations, daily student contact, other hall involvement, and any maintenance issues
- Attend weekly Resident Assistant staff meetings and one-on-one meetings with Hall Director
- Attend weekly meetings with National Residence Hall Honorary members to discuss who will be recognized in "Of the Month" bids
- Write "Of the Month" bids to recognize outstanding students, faculty, staff, and organizations on campus

Honors & Awards National Residence Hall Honorary Member (2007-Present)
Sigma Beta Delta Business Honor Society (2008)
Omicron Delta Kappa Honor Society (2008)
Newcomer Resident Assistant of the Year – (2006-2007)
Resident Assistant of the Month – (December 2006)
Mid-Continent Conference All-Academic Team – (2006-2007, 2007-2008)
Mid-Con Commissioner's List of Academic Excellence – (2006-2007, 2007-2008)
LULAC Scholarship
Athletic Soccer Scholarship

Work Experience **Summer Intern, Carter and Burgess, Dallas, TX** (May 2006- August 2006)