**Name**

Street Address City, State

Email Telephone

**CORE COMPETENCIES**

* Intermediate Microsoft Word, PowerPoint and Quickbooks
* Payroll, bank reconciliation, accounts payable/receivable, tax preparation
* Time management, conflict resolution, critical thinking and public relations
* Strong communication and interpersonal skills
* Bilingual in English/Spanish

**EXPERIENCE**

03/16-Present  **After School Programs**, Bronx, NY

 *Math Tutor*

* Simplify challenging mathematical concepts in individual or group sessions.
* Assess students understanding of concepts by administering exams.
* Develop interactive exercises to reinforce assignments.
* Coordinate and supervise class trips and recreational activities.
* Provide homework assistance and encourage students to review answers.

01/15-08/15 **H&R Block**, Bronx, NY

 *Tax Office Support*

* Greeted clients and assisted administrative staff as needed.
* Conducted client interviews, prepared and reviewed federal, state and local tax returns.
* Offered additional products and services.
* Calculated invoiced form preparation fees.

 03/12-04/14 **Inpro Corporation**, Boston, MA

*Account Receivables Clerk*

* Contacted customers to collect past due balances, reviewed and released orders.
* Prepared, filed, and paid sales tax returns.
* Resolved invalid or unauthorized deductions by following pending procedures.

**EDUCATION**

06/16 **Hostos Community College/CUNY**, Bronx, NY

A.S. Degree: Mathematics, GPA: 3.0

 ***Coursework***

Calculus I & II & II │Natural Science │Physics │ General Psychology │Linear Algebra with Vector Analysis, Differential Equation │Financial Accounting

12/15 **H&R Block**,New York, NY

Completed Intensive Tax Preparation Training

06/12 **The American Institute of Professional Bookkeepers,** New York, NY

 Certified Bookkeeper, June 2012