

ADRIAN ACCOUNTANT

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QUALIFICATIONS

- 2+ years experience in accounting, budgeting and finance roles
- 7+ years experience in leadership roles; developed the ability to work well with diverse groups of people
- Demonstrated event planning, logistics, and management skills gained through planning orientation and admission events at Seattle Pacific University

EDUCATION

Seattle Pacific University, Seattle, WA

Bachelor of Arts in Accounting | Sociology Minor | GPA 3.8 | Cum Laude

June 2019

- Trustees' Scholar Award | E. Gerald and Katherine Teel Scholarship | Mortar Board National Honor Society

RELATED EXPERIENCE

Seattle Pacific University | Seattle, WA

Vice President of Finance, Associated Students of Seattle Pacific (ASSP)

June 2017 – June 2018

- Elected as Chief Financial Officer of Associated Students of Seattle Pacific and responsible for allocation and day-to-day management of \$800,000 budget
- Authorized and managed ASSP payroll, accounts payable, and accounts receivable
- Reconciled monthly purchasing card transactions with bank statements
- Facilitated the enforcement of all IRS requirements and University policies
- Trained 50+ budget managers of student organizations and clubs

Pioneer Human Services | Seattle, WA

Accounting Clerk II

Summer 2016

- Analyzed and identified terminated employees who had pension plans under \$5,000
- Placed and documented phone calls to find missing contact information for over 200 participants
- Created datasheets through excel to centralize information and create an effective work flow
- Collaborated with Human Resources department to ensure that 810 pension plans were correctly disbursed

LEADERSHIP EXPERIENCE

Seattle Pacific University | Seattle, WA

Orientation Graduate Intern

June 2016 – Present

- Planned and executed the SPU Orientation events, which are attended by 2,500+ incoming students and their guests
- Improved social media presence through targeted social media posts, using Facebook, Twitter, and Instagram

Seattle Pacific University | Seattle, WA

Resident Advisor (RA)

June 2015 – June 2016

- Created a welcoming, friendly community to promote learning and growth among 50 residents on the floor
- Developed relationships with residents, led floor meetings to increase social support, worked with RA team of 10

Seattle Pacific University | Seattle, WA

Undergraduate Admissions Intern

June 2015 – July 2016

- Provided weekly campus tours for groups of 10+ prospective students and their families
- Recruited and supervised 200+ student volunteers to host prospective high school students

ADDITIONAL EXPERIENCE

- Advancement Core, Seattle Pacific University Advancement Center, Seattle, WA **June 2017 – June 2018**
- University Ambassador, Seattle Pacific University, Seattle, WA **June 2016 – July 2017**
- Student Leadership Development Committee, Seattle Pacific University, Seattle, WA **January 2015 – April 2016**
- Community Services Worker, City of Brea, Brea, CA **June 2013 – August 2015**