

Lucy McKenzie

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OBJECTIVE

A position in a business or accounting environment that will utilize my skills and experience as well as complement my educational background and career goals.

EDUCATION

Central CT State University, New Britain, CT

Enrolled in Bachelor of Science Degree Program

[Expected] May 2007

Major: International Business Minor: Management

CCSU Dean's Advisory Board Member, South Asian Student Association (SASA) Member

Manchester Community College, Manchester, CT

Associates in Science in Accounting & Business Administration

December 2005

Dean's List (Spring 2005), MCC Ambassador (2005 – present)

Member of Alpha Beta Gamma (International Business Honors Society)

RELATED COURSEWORK

Economics (Micro & Macro)
Business Management
Managerial Finance
Management Systems
International Business I & II

Accounting
Business Law
Business Organizational Behavior
Accounting Concepts & Process
Psychology I & II

Managerial Accounting
Principles of Marketing
Corporate Finance
Business Statistics I & II
Sociology

COMPUTER SKILLS

Proficient with MS Office Suite (Word/Excel/Access/PowerPoint/Outlook), Banner & Internet.

WORK EXPERIENCE

Horizon Staffing Services, East Hartford, CT

Accounting Assistant

December 2005 – present

- Verify invoices on a weekly basis.
- Apply funds received from factoring agent (LSQ) to accurately reflect customer balances.
- Post customer payments to accounts and apply to appropriate jobs within customer accounts.
- Research customer requests and billing questions. Perform employee verifications.
- Serve as backup for weekly payroll processing and assist with year end procedures.
- Complete projects as assigned by Corporate Office Manager and Payroll Manager.
- Hired as Administrative Assisted and promoted to Accounting Assistant after one month period.

Manchester Community College, Manchester, CT

Staff (Admissions Office)

2004 – 2005

- Processed student applications and briefly discussed curriculum requirements.
- Updated student and account information using banner database system.
- Provided general college information to new or incoming students.

Office Assistant (Student Activities Office)

2003 – 2004

- Assisted Secretary with general office duties, such as answering phone calls, filing, faxing, mail merges, copying, and large scale mailings.
- Prepared marketing materials for student clubs and organizations to promote events.
- Directed students and visitors to appropriate areas as needed.

IXP Internet Service, Cromwell, CT

Sales Associate

2004 – 2005

- Identified prospective clients and sold new internet service.
- Participated in leadership and professional development trainings to improve communication skills, increase confidence level and learn about marketing strategies.