

# ADRIAN ACCOUNTANT

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## QUALIFICATIONS

- 2+ years experience in accounting, budgeting and finance roles
- 7+ years experience in leadership roles; ability to work well with diverse groups of people
- Demonstrated event planning, logistics, and management skills

## EDUCATION

Seattle Pacific University, Seattle, WA

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

June 2016

- 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)

2013 – 2014

- Elected as Chief Financial Officer of Associated Students of Seattle Pacific: 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 2013

- 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 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

2014 – Present

- Responsible for the planning and execution of SPU Orientation events, which are attended by 2,500+ incoming students and their guests
- Improved social media presence, event logistics, and volunteer management strategies

Seattle Pacific University | Seattle, WA

Resident Advisor (RA)

2012 – 2013

- Created a welcoming, friendly community to promote learning and growth among residents
- Developed relationships with residents, led floor meetings, worked with RA team

Seattle Pacific University | Seattle, WA

Undergraduate Admissions Intern

2011 – 2012

- Represented the University by providing weekly campus tours for 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 2012 – 2014
- University Ambassador, Seattle Pacific University, Seattle, WA 2011 – 2014
- Student Leadership Development Committee, Seattle Pacific University, Seattle, WA 2012 – 2013
- Community Services Worker, City of Brea, Brea, CA 2008 – 2011