DANIELLE MOORE

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# Objective

To work as an accounting intern where I could employ my formal education of business processes, accounting, and marketing to the benefit of a company in the digital space. My goal is to achieve the best results in reporting, auditing, and working with a team to maximize group efforts and increase productivity.

# Education

## Florida State University, Tallahassee, FL

### B.A. Marketing Communications,

May 2016

GPA – 3.5

# Relevant Coursework

|  |  |
| --- | --- |
| • System Analysis • Financial Statements • Auditing and Forensic • Taxation • Software Proficiency | • Stockholder Equity • Income Recognition • Cost Accounting • Public Accounting • Merchant Law |

# Skills

* Communication, Collaborator, time management, adaptability, critical thinking, resourcefulness.

# Relevant Experience

## University of California

### Accounting | Undergraduates Intern, Jan 2012 – Mar 2012

Jan 2012 – Mar 2012

* Improved and reconstructed credit and debit records by simplifying a recording system.
* Negotiated funds-transfer activities with bankers by daily phone calls and emails.
* Reviewed and maintained all vouchers, check payments, and receipts for external auditing purpose.

# Professional Experience

## Vanguards Limited

### Accounting Intern

Apr 2012 – Jun 2014

* Performed monthly to yearly account reconciliations.
* Processed payments and issues credits appropriately in Accounts Receivable.
* Weekly audit for order fulfillment processes to ensure procedures were accurately followed.

# Honors & Activities

AICPA John L. Carey Scholarship, 2009

Davison Fellowship Scholarship, 2009

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