

Bananas T. Bear

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Education

The University of Maine, Orono, ME Anticipated Graduation: May 2023
BS Business Administration in Accounting GPA: 3.2
Minor in Finance and a Concentration in International Business

Experience

Roy's Market, Portland, ME **May 2021 – Present**
Associate Store Manager

- Performed general customer service as well as re-ordering of supplies for convenience store.
- Helped supervise staff including hiring, payroll, scheduling, and overseeing of staff's daily responsibilities.
- Completed project to organize all bookkeeping and maintained and reconciled company's bank accounts.
- Supported IRS audit including preparation of vendor invoices and previous year tax statements.

Volunteer Income Tax Program, Bangor, ME **January 2021**
Federal Tax and State Income Tax Preparer

- Met with eight clients and helped process their federal tax returns including five deferral requests and one small business return for the State of Maine.
- Trained in TaxSlayer software package and learned about IRS changes for 2020.

Black Bear Orono Express, Orono, ME **October 2019 – December 2020**
Licensed Driver

- Maintained a safe and orderly work environment and provided punctual and reliable service.
- Greeted riders with a friendly demeanor and assisted those with special needs or cargo to load on bus.

Leadership & Activities

American Marketing Association, *Member* **January 2021 – Present**
Intramural Athletics, *Basketball, Broomball, and Flag Football Player* **September 2020 – Present**
Best Buddies, *Peer Buddy – Event Volunteer* **January 2019 – May 2020**

Professional Affiliations

American Institute of Certified Public Accountants, *Student Member* **August 2020 – Present**
Maine Society of Certified Public Accountants, *Student Member* **August 2019 – Present**

Relevant Coursework

Financial Institutions **Fall 2022**
Produced a 24-page research paper focused on the utilization of banking services in Maine.

Business Analytics **Spring 2022**
Utilized Tableau and R Studio to conduct data analysis for large non-profit organizations.

Services Marketing **Fall 2021**
Conducted quantifiable research about the impact of LL Bean's Adventure Trips.
Utilized R Studio to analyze the data collected for the research project.