

LAMIE MUTAWAKIL,

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Analytically Driven Student Seeking an Internship in Accounting industry.

EDUCATION

Central Connecticut State University, New Britain, CT

Master of Science in Accounting

01/2019 -Expected 12/2020

Overall GPA: 3.42

Scholarship: Adeline Bianchi Scholarship, Fall 2019

CPA Plan: 150 Credit May 2019

Bachelor of Science in Accounting

Graduated 01/2019

GPA: 3.03 overall; 3.25 major

Awards: Dean's List-Spring 2018

Kingsborough Community College, Brooklyn, NY

Associates in Accounting

Graduated January 2012

GPA: 3.54 overall; 4.00 major

Awards: Dean's List -Fall 2011

CORE COMPETENCIES

Strong attention to detail and organizational skills

Ability to learn, perform accounting and business duties of basic difficulty

Working knowledge of Microsoft office products

Strong Professional Presence

Demonstrated critical thinking and strong analytical ability

Ability to communicate with employees and various business contacts in a professional and courteous manner

WORK, VOLUNTEER AND INTERNSHIP EXPERIENCES

United States Immigration Services

06/19-08/19

Student Intern

Performed support work in connection with assignments and projects of the field office. Provided technical assistance and support to administrative and program staff.

Jackson Hewitt Tax Service Inc.

02/19 - 04/19

Tax Preparer

Conducted face-to-face tax interviews with clients. Prepared complete and accurate tax returns

Generated business growth, increased client retention, and offered additional financial products and services. Provided Internal Revenue Service's audit support.

United Way/The Village, Hartford, CT

02/17-04/18

VITA Advance Tax Preparer-Tax Seasons

Preparing, e-filing and quality review of 1040's and related schedule using TaxSlayerPro software.

United States Postal Service, Hartford, CT

11/ 2016- Present

Mail Handler Assistant

Maintaining high level of confidentiality and working on team projects, processing mail according to USPS procedures and participating in ongoing training.

Club Demonstration Services at Costco, New Britain, CT

10/15- 02/17

Sales Advisor

Improved sales through friendly interaction and promoting product in a professional manner.

Macy's Inc. West farm Mall Farmington, CT

04/14 -05/ 15

Sales Associate

Processed sales transactions and proactively created enhanced shopping experiences.