

Victoria Targonski

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EDUCATION

Central Connecticut State University, New Britain, CT

- Bachelors of Science in Accounting *May 2019*
- GPA: 3.26

SKILLS & CERTIFICATIONS

- VITA Program 2017 Basic Level Certification
- Proficiency in Microsoft Office: Word, PowerPoint, and Excel
- Strong professional customer service and sales experience
- Excellence in time management and attention to detail
- Fluent in Polish

PROFESSIONAL EXPERIENCE

Pue, Chick, Leibowitz & Blezard, LLC., Vernon, CT

February 2019 - May 2019

Accounting Intern

- Prepared federal and state individual income tax returns
- Worked with Axxess tax software
- Organized tax documents into filing system
- Input client information into two-year summary using Microsoft Excel

T & J Manufacturing, Middletown, CT

March 2013 - March 2015

Administrative Assistant

- Handled accounts payables and receivables
- Developed and managed filing systems for accounts payables and receivables
- Developed and managed filing system for employee records
- Organized incoming and outgoing mail
- Assisted with invoicing and payroll administration using QuickBooks
- Served as English-to-Polish translator for employees with a language barrier
- Answered phones and conveyed messages to business owners

OTHER EXPERIENCE

Brushmill by the Waterfall, Chester, CT

May 2018 - Present

Server

- Provide exceptional customer service, including developing customer loyalty
- Maintain strong product knowledge and display core service values
- Develop new employees by providing training and coaching to ensure high quality service

Chicago Sam's Sports Bar, Cromwell, CT

May 2017 - April 2018

Server/Hostess

- Engaged time management and multitasking skills
- Practiced great communication skills
- Counted and secured money
- Provided exceptional customer service