

JASON BUCHANAN

Brooklyn, New York

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ENTRY LEVEL ACCOUNTING & FINANCE PROFESSIONAL

ACCOUNTS PAYABLE | ACCOUNTS RECEIVABLE | BILLING | GENERAL LEDGER | JOURNAL ENTRIES

Ambitious, energetic, and highly responsible accounting major leveraging strengths in leadership, creativity, tenacity, critical thinking, and relationship building. Dynamic team builder able to tackle business challenges in a positive manner with impeccable follow-through on commitments. Consistently delivers excellence, reliability, and accountability both academically and professionally. Relevant academic courses include:

- Intermediate Accounting
- Auditing
- Accounting Information Systems
- Financial Accounting
- Cost Accounting
- Taxation
- Managerial Accounting
- Project Administration
- Accounting Analysis & Reporting
- MS Office (Advanced MS Excel)
- SQL Essentials
- SPSS Statistics Essentials

ACADEMIC ACHIEVEMENTS

Bachelor of Science, Accounting/Entrepreneurship minor, (*May 2018 expected graduation*) STATE UNIVERSITY OF NEW YORK

Capstone Project in Entrepreneurship: Completed a one year project supporting a minor in Entrepreneurship. Addressed contemporary global challenges, with a focus on working within complex social and economic systems. Shadowed a business professional in an entrepreneurial environment; created a viable business plan, received faculty support and expertise; successfully launched a startup that was entered as a finalist in a national entrepreneurship recognition program.

Associate of Science, Accounting, 2011

KINGSBOROUGH COMMUNITY COLLEGE

PROFESSIONAL OVERVIEW

VALET PARKING; New York, NY 2014 – Present

Manager (2015-Present); Valet Parking Attendant (2014-Present)

Oversee valet operations supporting three high-end restaurant locations in a continuing effort to deliver outstanding guest service. Lead and motivate a staff of up to 22 valet parking attendants.

- Ensure all parking transactions and deposits are accurate; report discrepancies to senior management.
- Interview, train, supervise, schedule, and assist in evaluating valet team members.
- Monitor and maintain all parking equipment and report needed repairs.
- Respond to guest related concerns and claims.

SUNY COLLEGE PROGRAM; New York, NY

2013

State University of New York Company Campus Representative

Partnered with Company College Recruiting to motivate students to attend both online and live Company College Program presentations. Shared personal college program experiences and promoted the advantages of Company internships.

- Increased student and faculty awareness of the Company College Program at the State University of New York via live interaction, social media, newspaper articles, posters, fliers, e-mail, and other marketing media.

Company Program Participant in Accounting; New York, NY

Selected to participate in a local company's one-of-a-kind career development experience to network with business leaders, take part in personal and career development classes, and build transferable skills.

- Identified and evaluated the corporate culture and processes of a large entertainment corporation.
- Provided personalized and interactive guest services and transaction processing.

INTERNSHIPS

DELOITTE & TOUCHE; New York, NY

Summer Intern 2015, 2016, 2017

- Audited client information (AP/AR) for a national firm providing accounting, tax and consulting services to a vast array of small business clients. Posted journal entries to client general ledgers. Reviewed monthly financial statements.