

# Jason Buchanan

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**OBJECTIVE** To acquire an entry level career position in accounting or finance

## **SUMMARY**

Familiarity with accounts payable, accounts receivable, billing, general ledger, and journal entries  
Organizational, analytical, and problem solving skills  
Competent in MS Excel analyses and report building  
Experience in teamwork and project leadership

## **EDUCATION**

Bachelor of Science in Accounting Est. Spring 2018  
State University of New York  
GPA: 3.75/4.0

Associate of Science, Accounting May 2016  
Kingsborough Community College

## **EXPERIENCE**

**Valet Parking** 2014 – Current  
Manager (2015-Current);  
Valet Parking Attendant (2014-Current)  
Park cars and manager other valets

**SUNY College Program** 2013  
State University of New York Representative New York, NY  
Helped drive marketing and recruiting efforts for Company Internships and Programs  
Presented College Program information to students and faculty  
College Program Participant in Accounting New York, NY  
Corporate culture, and processes of a large entertainment corporation  
Guest services and transactions

**Deloitte & Touche** (June, July, August 2017) (June, July, August 2016) (June, July, August 2015)  
Internship New York, NY  
Worked directly with client accounts; general ledger, client information, accounts payable, accounts receivable.  
Handled journal entries. Financial statements

## **SKILLS, TRAINING & ACHIEVEMENTS**

Project administration: developing work breakdown structures, building project plans in Microsoft Project  
SQL Essentials Training, 2015  
SPSS Statistics Essentials Training, 2015  
Graduated high school 1 year early, and was awarded a State Scholarship for scholastic achievement

## **NOTE**

I am four classes away from completing my bachelor's program, and I am currently enrolled in two of those classes. Due to pre-requisite requirements I cannot accelerate the program; however, I can complete the degree by taking night classes. Therefore, I am looking for a long-term professional/career-oriented position, and I will finish the remainder of my program through night classes.

Completed yearlong capstone project in Entrepreneurship