**Jordan Belfast** 1 Tree Rd. • Huntington Station, NY 11746 • (631) 555-5555 • jobba10@mail.sunysuffolk.edu

**Summary:** To gain more hands-on experience in the business field to aid in my pursuit in working on Wall Street

**Education: SUFFOLK COUNTY COMMUNITY COLLEGE** Selden, NY

 *Associate of Science in Accounting* Expected May 2025 GPA: 3.4

**Related** Financial Accounting I and II Public Speaking Macroeconomics

**Courses:** Business Law I and II Intermediate Accounting Microeconomics

Federal Income Taxation Managerial Accounting Statistics I

**Professional SUFFOLK COUNTY COMMUNITY COLLEGE** Selden, NY

**Experience:** *Business and Paralegal Studies Department: Student Worker* September 2024 – Present

* Provide front desk operations greeting all visitors, including students, staff, faculty, administrators
* Perform administrative tasks such as copying, filing, and answering phones
* Prepare materials to be distributed in classes for business, accounting, criminal justice and paralegal studies majors
* Organize desk area to ensure a clean and safe environment and retrieve files for staff members

**MINEOLA SIGNS** Mineola, NY

*Bookkeeper’s Assistant* December 2023 – Present

* Performed data entry and processed orders using QuickBooks
* Supported sales team and provided information and materials
* Answered phone calls and directed to appropriate personnel
* Maintained an organized filing system to making it easy to retrieve files and documents

**TEACHERS FEDERAL CREDIT UNION** Farmingville, NY
*Teller* June 2022 – November 2023

* Processed loans and deposited transactions and accurately balanced cash drawer on a daily basis
* Greeted patrons and ensured customer satisfaction by demonstrating active listening skills

**Internship:** **RILEY & BURNETT, CPA** Islip, NY
*Accounting Intern* January 2022 – May 2022

* Reconciled, balanced and resolved items in a timely manner
* Ensured client satisfaction through relationship development
* Reviewed and adjusted general ledgers
* Prepared sales and quarterly tax reports accurately and promptly

**Volunteer** **BETHPAGE FEDERAL CREDIT UNION** Centereach, NY

**Work:** *VITA Bethpage Volunteer* February 2024 – Present

* Assist low-income community members in filing paper tax returns
* Verify documentation and communicate with participants about potential benefits
* Completed two-month training and passed three exams to be qualified to volunteer

**Activities: SUFFOLK COUNTY COMMUNITY COLLEGE** Selden, NY

*Secretary*, Business and Accounting Club September 2023 – Present

**Skills:**  Languages: Bilingual in English and Spanish.

Computer: Proficient in Microsoft Word, Excel, PowerPoint, Forms, and Outlook

Basic Knowledge of Adobe Illustrator, Adobe Photoshop, and Quick Books

Skilled in Google Docs, Sheets and Slides, Canva, and social media platforms

Certifications: Bloomberg Finance Fundamentals Certification (Pending)

J.P. Morgan Investment Banking Certification, Forage (Pending)