

# Alexandra Lock

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## QUALIFICATIONS SUMMARY

- Experience with budgets, forecasting, payroll, accounts payable and receivable
- Detail-oriented, accurate, general accounting data processing skills
- Skilled at developing and maintaining professional relationships with clients

## EDUCATION

**Associate of Applied Business in Accounting**, June 2008

University of Cincinnati Raymond Walters College

- Dean's List, 2005-2007
- Treasurer, Phi Theta Kappa, 2007
- All About Education Scholarship Recipient, 2007

## PROFESSIONAL EXPERIENCE

**Accounting Assistant**, March 2007 - present

Butler CPA Firm, Mason, OH

- Manage financial departments with responsibility for budgets, forecasting, payroll, and accounts payable and receivable
- Generate budgets and forecasts on a quarterly basis and present to the management team
- Liaison bankers, insurers, and solicitors regarding financial transactions

**Accounting Audit Intern**, September 2006 - March 2007

Big Four, Cincinnati, OH

- Conducted a variety of client service engagements to gain a better understanding of KPMG and a career with an audit, tax and advisory firm
- Processed accounts receivable and payable by examining income checks and comparing invoices
- Assisted with general accounting duties such as receiving documents, verifying accuracy, and recording data according to company procedure

**Sales Clerk**, May 2006 - August 2006

K-Mart, Springdale, OH

- Entrusted daily with cash drawer up to \$4,000
- Sold over \$55,000 in merchandise; received bonus for exceptional sales
- Served a high volume of customers of various physical abilities, ethnic backgrounds, socio-economic backgrounds
- Participated in monthly inventory activities
- Assisted with customer complaints/problems
- Processed returns and exchanges

## VOLUNTEERING EXPERIENCE

**Volunteer**, September 2006 - March 2007

Big Brothers, Big Sisters, Cincinnati, OH

- Mentored an 8 year old child
- Initiated appropriate play activities and educational field trips