

NADIA KHALYLEH

6833 Edward
Detroit, MI 48210

(313) 207-8340

nkhalyle@umd.umich.edu

EDUCATION

University of Michigan Dearborn, Dearborn, MI, 09/10-present (GPA: 3.76)

Expected Graduation: May 2014 with 150 credits, CPA Summer 2014

Majors: Accounting and Finance, *Minor:* Law and Society

Awards: Opportunity Scholarship, Dean's List(Fall '10- Winter '12), William J Branstrom Prize, Bruce Klimek Scholarship

Relevant Coursework:

- Asset Accounting
- Cost Accounting and Analysis
- Equity Accounting
- Corporate Finance
- Advance Corporate Finance
- Advance Accounting
- Accounting Information Systems

Henry Ford Community College Dearborn, MI 01/09-04/10 (GPA: 4.0)

Awards: Dean's List (Fall '09, Winter '10)

EXPERIENCE

Bookkeeper, Gone Fishinday LLC., Detroit, MI, 12/09-Present

- Developed bookkeeping method to organize company records
- Create budgets, monitor company expenses, and calculate monthly company sales tax
- Prepare monthly confidential sales reports for presentation to management
- Using financial planning increased revenue by 3% and increased income by 80%

VP deputy, Beta Alpha Psi- Kappa Sigma Chapter, 12/12-present

- Direct the service committee

Director of Member Relations, Beta Alpha Psi- Kappa Sigma Chapter, 12/11-12/12

- Direct the recruiting committee
- Using innovated recruiting techniques grew membership by approximately 20%

Chief Financial Officer, American Marketing Association, 09/11-12/12

- Developed accounting template, and keep records of financial transactions
- Handle the responsibilities of creating and analyzing the budget
- Planned and executed successful fundraisers and other campus events

Vice President, Alliance for DisAbility Awareness, 09/11-Present

- Manage campus events, maintain calendar, organize meetings, and create agendas

Secretary, Autism Speaks U, 9/12-Present

- Maintain calendar, manage member logs, and email chapter updates

Volunteer Income Tax Preparer, Accounting Aid Society, 01/11-present

- Prepared federal, state, and city income tax returns for low income individuals

Accounting/Shipping Intern, Sundance Beverage Co., Warren, MI, 05/11-09/11

- Prepared monthly bank reconciliation statements, entered inventory adjustments, entered vendor invoices, and participated in various projects
- Managed shipping and receiving appointment logs, processed bills of lading, and prepared all shipping documents and certifications for overseas containers

ACTIVITIES

Dearborn Special Olympics Volunteer (2008-Present)- Help at practices and events

Golden Key International Honour Society Member (12/11-present)

iLabs (12/10-12/11)- Developed cost analysis and accounting methods for a local bakery

SKILLS

Thorough knowledge of Intuit QuickBooks, TaxWise Software, and Microsoft Office

