

# Alan K. Mardini

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## OBJECTIVE

Seeking a challenging career as an Accountant where I can utilize my audit and tax skills to provide clients with personalized financial solutions to meet their goals and objectives.

## EDUCATION

*Bachelor of Business Administration*, December, 2014

**University of Michigan- Dearborn**, Dearborn, MI

Major: Accounting and Finance

**Business GPA: 3.2/4.0**

150 credits upon graduation ready for CPA certification

## INTERNSHIPS

### Public Accounting Intern

Polk and Associates, PLC

1/2014- 3/2014

Bingham Farms, MI

- \* Receive formal training in auditing procedures and software applications
- \* Perform compilation engagements for real estate and service industry clients
- \* Record new fixed assets from client and prepare depreciation and amortization schedules
- \* Reconcile trial balance with client and prepare financial statements to input adjusting entries
- \* Create and adjust working papers to track and reconcile account activity

### Disbursement Analyst

Quicken Loans

5/2013-8/2013

Detroit, MI

- \* Processed all borrowers' disbursements for refinance
- \* Responsible for balancing funding and fees received to all payments for each loan
- \* Provided lender with documents required for funding

### Life and Medical Insurance

Wataniya Insurance Co.

1/2012-6/2012

Jeddah, Saudi Arabia

- \* Assisted the underwriters in preparing life and medical quotations
- \* Called on individuals and groups to sell life, disability & medical insurance policies
- \* Prepared loss ratio analysis and renewal quotations for each group in the life and medical portfolios

## HONORS AND AWARDS

Most Outstanding Student Member Award - MACPA- June 2013

Ernst & Young Emerging Leaders Program - Summer 2013

**Letter of Appreciation from IRS** for volunteer tax hours- June 2013

**Letter of Appreciation from MACPA** for outstanding Tax work- 2013

**Letter of Appreciation from Dean of College of Business**- June 2013

Wiley CPA Excel Campus Ambassador- August 2013 – Present

Certified Tax Preparer- 2013 to Present

VP Finance, Alpha Kappa Psi Fraternity- 2012 to Present

## EXPERIENCE

### Treasurer

Beta Alpha Psi

1/2013 – Present

Dearborn, MI

- \* Prepare and present budget to the Chapter Board
- \* Ensure proper tax filings
- \* Prepare financial documents to be reviewed by the public auditors
- \* Prepare checks, deposits and bank reconciliation

## TECHNICAL SKILLS

- Multi-lingual: English and Arabic with French working proficiency
- Extensive knowledge in Microsoft Excel, Microsoft Access,
- Very knowledgeable in QuickBooks
- ProSystems Engagement Software, Creative Solutions Fixed Assets Software