

Devin J. Purcell

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BUSINESS EXPERIENCE

Staff Accountant, Albany Broadcasting, Latham, NY 2017-Present

- Audits contracts and orders
- Making month end standard journal entries
- Perform monthly bank reconciliation for depository accounts
- Review all expense accounts for accuracy and proper expense disclosure and classification
- Prepare month end balance sheet review and reconcile any differences with Controller
- Assist Controller in all budget preparation as needed

Relationship Banker I, M&T Bank, Guilderland, NY, 2016-2017

- Participate in the Lobby Experience Model
- Develop new customer relationships
- Answer phone calls to help customers with account needs
- Conduct lead-focused outbound calls and participate in branch sales promotions

Team Member, Target, Niskayuna, NY, 2015-2016

- Provided guest services while performing cashier responsibilities
- Sold redCards to guests

Intern, Human Resources, Cazenovia College, Cazenovia, NY, 2015-2016

- Researched and reviewed multiple college's benefits packages for comparisons
- Learned how to conduct new hire orientations and hiring processes
- Trained in Blue Cross Blue Shield Healthy Rewards program

Career Services Assistant, Cazenovia College, Cazenovia, NY, 2014-2016

- Created flyers for campus career events
- Ran social media sites for Career Services
- Posted jobs to job/internship site
- Interviewed student interns for 'Intern Spotlight' bulletin board series

Tournament Operations Intern, Hurricane Jr. Golf Tour, Jacksonville, FL, Summer 2014

- Photographed players around the golf course and uploaded to Facebook page
- Entered new or current golf courses into HJGT database for future events
- Marketed internship program to colleges
- Managed course signs and markings, set up and take down of tents
- Sold golfing merchandise, processed monetary transactions
- Oversaw social media including Facebook, Twitter, and Instagram profiles

HONORS

- Earned Eagle Scout rank, August 2012

EDUCATION

Master of Accounting: Concentration in Management Accounting Southern New Hampshire University, Manchester, NH, May 2019

Bachelor of Professional Studies in Management, Cazenovia College, Cazenovia, NY May 2016

Specializations in Accounting & Sport Management

Relevant Course Work: Financial Accounting, Managerial Accounting, Cost Accounting, Financial Management, Tax Accounting

COLLEGE INVOLVEMENT

Volunteer, Event Management, More Than a Game Foundation, Syracuse, NY, Fall/Spring 2013-2016

- Helped set up event venues (basketball/baseball tournaments courts and fields)
- Assisted with ticket sales and fundraiser, announced baseball and basketball games for radio