

Kadijah M. Singleton
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EDUCATION AND ACADEMIC ACHIEVEMENTS

- Master of Business Administration** (*Magna Cum Laude*) **AUGUST 2017**
The College of Saint Rose, Albany, NY
- Bachelor of Science in Business Administration** (*Cum Laude*) **MAY 2016**
Wagner College, Staten Island, NY
- 2016 Wagner College Commencement Speaker
 - Recipient of two academic scholarships
 - Thesis published in Spring 2016
 - *Wagner College Undergraduate*
- Advanced Regents Diploma** (*High Achievement List*) **JUNE 2012**
Shenendehowa High School, Clifton Park, NY

RELEVANT COURSEWORK

Accounting I & II, Principles of Finance, Managerial Finance, Budget Cost & Analysis, Business Law I & II (Ethics), Mathematical Concepts and App., Statistics for Business, Computer Competency Fund.

WORK EXPERIENCE

- Temporary Auditor** **SEPT. 2016 – PRESENT**
New York State Department of Health, Menands, NY
Reason for Leaving: Looking for permanent work opportunities
- Review, analyze and manage various accounting systems (Statewide Financial System, FileNet, Access, Excel, etc.); various administrative tasks as assigned
 - Financial reconciliation (invoice tracking and receipt management)
 - Identify payroll discrepancies; reviewing purchase orders in relation to departmental budgets
- Night Auditor/Front Desk Agent** **JULY 2016 – JAN. 2017**
The Residence Inn by Marriott, Latham, NY
Reason for leaving: Shifts no longer compatible with availability at the time
- Assist guests with questions, concerns or complaints; check guests in and out
 - Process all payments such as room charges, cash, checks, debit, or credit
 - Complete end-of-day activities including posting charges, completing cashier and closing reports, running night audit backup, and roll the date
 - Count and secure bank; Properly and accurately conduct the audit and accounting functions and transmit the information to the corporate office by distributing the Daily Flash Report (DFR)
- Office Assistant** **FEB. 2013 – MAY 2016**
Staten Island Reading Association, Staten Island, NY
Reason for Leaving: This position was only available to undergraduate students
- Assist senior staff in planning and facilitating literacy events
 - Assists in putting together a budget before implementing necessary fundraising efforts
 - Update and maintain databases such as mailing lists, contact lists and membership
- Unit Leader** (Seasonal) **SEPT. 2011 – AUG. 2015**
Southern Saratoga YMCA, Clifton Park, NY
- Responsible for supervision of a designated camp and its assigned staff
 - Conduct performance evaluations and report to the assistant camp director

SKILLS AND COMPETENCIES

- Microsoft Programs (Word, Excel, Outlook, PowerPoint, Access, Publisher)
- Analytical Ability
- Customer Service
- Data Entry
- Reconciliation