**Alyssa Mumford**

**26 Kaatskill Way, Ballston Spa, NY 12020**

**(518)588-4999**

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**Education:**

**State University of New York at New Paltz, New Paltz, New York: Bachelor of Science: Accounting**

**AASCB Accredited,** May 2015

* Minor: Art Studio
* GPA 3.32/4.0 as of May 2015
* Dean’s List and Cum Laude Honors
* Outstanding Service Award, May 2015
* **Relevant Coursework:**
	+ Financial, Managerial, Intermediate, Cost, and Advanced Accounting; Basic, Operations, and Strategic Management; Business Statistics I and II; Corporate Finance I and II, Auditing, Concepts of Federal Income Tax, Business Law for Accountants

**Experience:**

* **State Program Examiner Trainee 2 (Fiscal) –** NYS Office of the State Comptroller August 2016 – Present

Albany, New York

* Conduct and assist in the performance and financial audits of all state agencies, institutions and authorities, directed at financial accountability, management effectiveness and efficiency, and program performance.
* **Accountant** – LeverPoint Management, LLC June 2015 – August 2016

Clifton Park, New York

* Daily maintenance of client accounting records including journal entries related to investments, capital calls, line of credit activity, distributions, expenses and accruals, preparation and/or review of cash reporting, and preparation of payments via wire/check. Monthly or quarterly client report preparation, including completion of bank account reconciliations, tracking and reporting of capital calls and distributions. Prepare annual and quarterly financial statements and related work papers. Telephone and

 e-mail contact with client, client’s staff and managers, and completion of special projects at direction of client and/or management.

* **Student Assistant** – SUNY New Paltz School of Business January 2013 – May 2015

New Paltz, New York

* Assistant for the Assistant to the Dean of the School of Business. Work to document news, write and publish press releases, assemble meetings for faculty and students on behalf of the Dean. Helped organize, coordinate and implement events internally within the department and student run associations.
* **Intern –** LeverPoint Management, LLC May 2014-August 2014

Clifton Park, New York

* Conduct the process of updating general ledger reports in Microsoft Excel, Quickbooks, and Investran while creating PDF reports for bank reconciliations. Attend meetings and client calls with managers, conduct daily/weekly cash reporting, shadow team associates to learn all aspects of the company and private equity funds.

**Extracurricular Activities/Community Service:**

* Volunteer – Habitat for Humanity October 2015 and June 2016
* Student Member – New York State Society of Certified Public Accountants September 2013-Present

**Skills:**

*Personal based*: Computer Proficiency, Time Management, Mathematics, Social Networking, Critical Thinking, Attention to Detail, Multi-tasking.

*Skill based*: Microsoft Excel, Word, Powerpoint, Outlook, Adobe Photoshop and Illustrator, Account Management, Project Management, Accuracy, Applying Ethical Standards to Financial Operations, Meeting Deadlines, Spreadsheets, Press Releases, Reconciling Bank Statements, basic Quickbooks, Advertising, Design.