**Patricia Caradonna**

31 Hiland Springs Way Apt. B, New York 12846

(518) 538-9413, phone | Email: patriciacaradonna@gmail.com

**EDUCATION**

**University at Plattsburgh**

Bachelor of Science in Accounting, December 2014

**SUNY Adirondack**

Associates Degree, May 2012

**PROFESSIONAL QUALIFICATIONS**

Solid understanding of spreadsheets and databases

Experience with QuickBooks

Proficient in Microsoft Office, including Word, Outlook, PowerPoints, and Excel

Enthusiastic learner, interested in new skills and new systems

Enjoy troubleshooting unique problems

Hard worker; productive individually or in a team setting

**EMPLOYMENT EXPERIENCE**

***WWAARC, Queensbury, New York***

Accountant, January 2017-Present

Duties include data entry, reconciling and analyzing statements, generating reports for review, review of all documents for proper authorization and cost center classification, preparation of checks, general ledger account reconciliations, bank reconciliations, and communicate to all require personnel any discrepancies or concerns.

***WWAARC, Queensbury, New York***

Accounts Payable Specialist, January 2015-Present

Duties include data entry, reconciling and analyzing statements, generating reports for review, review of all documents for proper authorization and cost center classification, preparation of checks, and communicate to all require personnel any discrepancies or concerns.

***McDonald’s, Queensbury, New York***

Cashier, April 2010- January 2013

Duties included handling all manner of customer service, from taking orders to resolving complaints. Handled hundreds of cash transactions daily while maintaining a perfect cash drawer. A prompt employee who could be counted on to help other team members and train new employees. Always made sure store and work areas were spotless.

***Burger King Corporation, North Babylon, New York***

Assistant Manager, October 2006 - July 2009

Duties included supervising a team of twenty employees, tracking inventory, overseeing safe food preparation, and keeping store and work stations clean. Customer satisfaction was quantifiably improved during my time as an assistant manager, and profits increased despite a reduced budget. Responsible for numerous managerial reports relating to payroll, food orders, and sales figures.

***Educational Bus Transportation, Copiague, New York***

Driver, November 1999-June 2008

Duties included safely transporting students to and from school, and maintaining daily driver log.