**Theo B. Vancraeynest**

SPOB 3999, 515 Loudon Road ✹ Loudonville, NY, 12211 ✹ (203) 609-5047

tb12vanc@siena.edu

**Education** **Siena College**, Loudonville, NY

B.S. Accounting, B.A. Economics, Minor Spanish. May 2018. **3.81 G.P.A.**

**Work Intern:** AEGIS Insurance Services Incorporated, East Rutherford, NJ

**Experience** Summers 2014, 2015, 2017

* Prepared Trial Balances
* Performed Bank Reconciliations
* Processed received checks
* Searched for Vendor IDs within company database
* Updated exchange rates in the system on a daily basis
* Organized files scheduled to be destroyed
* Digitized various Checks, Wires, and ACHs for recording purposes
* Designed file organization system for commutations and liquidations.

 **Account Manager:** Lionshare Marketing, Incorporated, Norwalk, CT, Summer 2016

* Provided information to the clients about the products being sold
* Filled out customer paperwork in a timely manner

**Student Assistant:** Siena College Financial Aid and Admissions Office, Loudonville, NY, Fall 2014 to Spring 2015

* Retrieved records on potential students for admissions counselors
* Updated digital records of potential students in the computer system

**Activities** **President**, Spanish Club

* Planned a dinner for members of the club
* Held meetings to coordinate club plans
* Helped other officers understand their duties

 **President**, Economics Students Association

* Planned Club Events
* Recorded club Minutes

 **Member**, Beta Gamma Sigma Business Honors Fraternity

 **Member**, Omicron Delta Epsilon, Economics Honors Fraternity

**Advanced** Honors Microeconomics, Honors Macroeconomics, Cost Accounting, Tax

**Coursework** Accounting

**Community Volunteer**, Fox Lane High School Garden, Bedford, NY

**Service** February 2014 - June 2014

**Other Triple “C” Award**, an award issued by the New York State Attorney General for Commitment, Character, and Courage.

 **Bilingual**, English and Spanish

 **Microsoft Excel Proficiency Exam**, Passed