

Alexandra Begay

P.O. Box 1234
Flagstaff, Arizona 86011
(928) 356-1234
ab54@nau.edu

QUALIFICATIONS SUMMARY

- Experience with budgets, forecasting, payroll, accounts payable and receivable
 - Detail-oriented, accurate, general accounting data processing skills
 - Skilled at developing and maintaining professional relationships with clients
-

EDUCATION

Northern Arizona University, Flagstaff, Arizona
Bachelor of Accountancy, May 2011

EXPERIENCE

Butler CPA Firm, Flagstaff, AZ May 2010 - present
Accounting Assistant

- Manage financial departments with responsibility for budgets, forecasting, payroll, and accounts payable and receivable
- Generate budgets and forecasts on a quarterly basis and present to the management team
- Liaison bankers, insurers, and solicitors regarding financial transactions

Big Four, Phoenix, AZ September 2009 – April 2010
Accounting Audit Intern

- Conducted a variety of client service engagements to gain a better understanding of KPMG and a career with an audit, tax and advisory firm
- Processed accounts receivable and payable by examining income checks and comparing invoices
- Assisted with general accounting duties such as receiving documents, verifying accuracy, and recording data according to company procedure

Big Brother, Big Sisters, Phoenix, AZ August 2009 – October 2010
Volunteer

- Mentored 8 year old girl
- Initiated appropriate play activities and educational field trips

K-Mart, Los Angeles, CA May 2008 - August 2008
Sales Clerk

- Entrusted daily with cash drawer up to \$4,000
- Sold over \$55,000 in merchandise; received bonus for exceptional sales
- Served a high volume of customers of various physical abilities, ethnic backgrounds, socio-economic backgrounds
- Participated in monthly inventory activities
- Assisted with customer complaints/problems
- Processed returns and exchanges

HONORS, AWARDS, ACTIVITIES

Dean's List, Northern Arizona University, 2008-2011
Treasurer, Beta Alpha Psi, Northern Arizona University, 2010
Northern Arizona University Award for Outstanding Scholarship, 2009
Member, Native American Business Organization, Northern Arizona University, 2007 - present

INTERNATIONAL

Rijksuniversiteit Groningen, Groningen, Netherlands August 2008 - December 2008
Study Abroad Participant

- Successfully completed business administration and accounting curriculum for international students
- Practiced Dutch language course and improved Dutch language proficiency