

William F. Olney III
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ACCOUNTING EXPERIENCE

Ithaca College VITA, Ithaca, New York

Tax Preparer

January 2013-April 2013

- Prepared tax returns for many individuals
- Researched specific questions to ensure all returns were accurate
- Assisted in filing and general administration tasks

Haas Group International, West Chester, Pennsylvania

Accounting Intern

May 2012-August 2012

- Conducted an internal audit of accounts payable to vendors
- Improved processes for handling non-purchase order invoices
- Reduced backlog of accounts payable items to one tenth of previous total
- Developed procedures for managing non-purchase order items

Ithaca College, Ithaca, New York

Accounting Intern

January 2012-May 2012

- Worked proactively with limited supervision
- Created web based tools to aid in learning accounting principles

EDUCATION

Master of Business Administration- Professional Accountancy

Ithaca College, School of Business, Ithaca, New York

May 2014

Cumulative GPA: 4.00

Position: Teaching Assistant

Bachelor of Science in Accounting

Minor in Computing Technologies

Ithaca College, School of Business, Ithaca, New York

May 2013

Accounting GPA: 3.319 Cumulative GPA: 3.196

Honors and Awards: Carl Segrecci Scholarship, Dean's List

LEADERSHIP EXPERIENCE

Ithaca College Dining Services, Ithaca, New York

Student Manager

August 2009-present

- Make corrective measures to make all food within food safety guidelines
- Effectively managed seven student workers in a food service environment

Olney's Flowers, Rome, New York

Greenhouse Worker and Technology Consultant

June 2005-August 2013

- Reconciled bank statements
- Created report on operating efficiency and suggestions on areas to change
- Provided excellent customer service in a variety of settings

Boy Scouts of America, Rome, New York

Senior Patrol Leader: Eagle Scout

2002-2008

SKILLS

Accounting: SAP, Filebound, VITA Certified

Computer Skills: Excel, Word, HTML, Javascript