

# Taliyah Blake

Taliyah0630@gmail.com

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**PROFESSIONAL SUMMARY:** Talented young accounting professional seeking internship with progressive accounting or finance firm in order to gain real life experience. Plans to sit for CPA and CFP exam upon completion of required hours.

## EDUCATION:

### B.S. Business Administration – Accounting & Financial Planning

Winthrop University

Dean List

May 2021

Rock Hill, SC

G.P.A. 3.448

## WORK EXPERIENCE:

Cultural Event Monitor

August 2019- Present

Winthrop University

Rock Hill, SC

- Work closely with event coordinator to ensure all tasks are accomplished and completed
- Oversees order of events and greets/ checks-in students

Camp Counselor

Summer 2018

Kaleidoscope Camp, Fundamental

Charleston, SC

- Oversee the safety security of camp participants
- Prevented conflict and displayed the importance of respect and kindness

Cashier

2016-2017

PAPA John's Pizza

Charleston, SC

- Collected, counted money in cash and served customers with courtesy and patience
- Prepared daily food items and monitored food and service quality

## HONORS/ACTIVITIES:

Accounting Mentorship and Professional Development Scholar (sponsored by PwC) 2018-Present

National Association of Black Accountants (NABA) – Member

2018-Present

Financial Planning and Investing Club (FPIC) - Member

2019-Present

## RELEVANT KNOWLEDGE & SKILLS:

- Some knowledge of maintaining and analyzing budgets, and comparative analysis of actual and projected costs.
- Some skills and knowledge in the preparation, examination and analysis of financial statements, accounting records and other reports for accuracy, completeness and conformity
- Some knowledge in reviewing accounts for discrepancies and reconciliations
- Establish tables and assign entries to appropriate accounts

## TECHNICAL & INTERPERSONAL SKILLS:

- Knowledge and skills in Microsoft Suite including: Excel, Word, Access, Powerpoint, etc..
- Excellent teamwork ability and professional communication skills including: writing, interpersonal and oral communication.
- Emotional maturity, problem-solving and decision-making ability.
- Organized, disciplined and high level of commitment with keen understanding of company vision and mission.