

**ANGELA LEWIN**  
18355 Grosvener Circle  
Flint, MI 48195  
313-555-5353 angelalew@aol.com

---

---

## **CAREER OBJECTIVE**

**Professional Position in Corporate Accounting or Finance**

## **PROFESSIONAL SKILLS PROFILE**

Five years' practical work experience in combination with strong academic training and credentials in:

- Accounts Payable & Accounts Receivable
- General Ledger & Cash Reconciliation
- Credit & Collection Operations
- Corporate Banking & Asset Leasing
- Financial Analysis & Reporting
- Economic & Demographic Analysis
- Budget & Cost Analysis
- Project & Team Leadership

## **EDUCATION**

**BS – Accounting & Economics**, GPA – 3.89, June 2009  
UNIVERSITY OF MICHIGAN, Detroit, Michigan

### *Honors & Activities:*

- Member, Golden Key National Honor Society
- Member, Phi Theta Kappa National Honor Society
- Dean's List (6 semesters); President's List (2 semesters)
- President, Student Accounting Club (2 years)

## **EMPLOYMENT EXPERIENCE**

**Project Coordinator**  
**TCI TECH SOLUTIONS, INC.**

September 2005 to Present  
Flint, Michigan

Part-time permanent staff position with one of the region's fastest growing telecommunications companies. One of the first three employees hired into the Accounting and Finance Department that currently employs more than 25. Instrumental in creating accounting systems and procedures to support the company's accelerated growth and nationwide expansion. Earned four promotions in three years.

- Assisted the CFO with designing and automating the company's accounting, financial reporting, cash management, banking and leasing systems.
- Wrote and produced a 200-page accounting procedures manual.
- Coordinated software upgrades and enhancements with internal IS staff.

**Accounting Intern**  
**GRAYSTONE FINANCIAL SERVICES, INC.**

Summer 2005  
Dearborn, Michigan

Full-time summer position with a financial and accounting services firm. Worked in cooperation with professional staff to prepare journal entries, maintain general ledgers, reconcile bank statements and prepare financial reports for clients in the transportation, telecommunications and hospitality industries.

**Waitress/Hostess**  
**THE TOWNE MARKETPLACE**

Summers 2002 to 2004  
Flint, Michigan

Fast-paced customer service position in one of the area's finest restaurants and resorts. Gained excellent experience in public relations, special events planning and cash handling/reconciliation.