

## Melody R. Rifkin

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### **Objective**

Seeking an internship as an accounting specialist with the opportunity for professional growth.

### **Education**

Del Mar College

Corpus Christi, Texas

Major: Accounting Specialist

Expected Graduation: December 2017

4.0 GPA

#### **Related Courses:**

Payroll and Business Accounting

Principles of Financial Accounting

Federal Tax: Individual

Special Topics in Accounting

Computerized Accounting Applications

Principles of Managerial Accounting

Business Management

Business Principles

### **Technical Skills**

- Proficient in MS Office software, including Word, PowerPoint, and Excel
- Trained to operate QuickBooks and various restaurant specific software packages

### **Related Experience**

Manager/Bartender

Corpus Christi, Texas

Beachside Bar and Grill

July 2010 – Oct. 2012

- Manage accounts payable, employee schedules, and troubleshoot scheduling conflicts
- Maintain an accurate cash drawer and account for all discrepancies
- Reviewing and Approving supply requisitions

Office Manager

Colorado Springs, Colorado

Wellco Energy

Jan. 2008 – May 2009

- Developing organizational procedures and systems including filing, billing, accounts payable, accounts receivable, and payroll
- Controlling correspondence
- Reviewing and approving supply requisitions
- Assigning and monitoring clerical functions

Manager/Bookkeeper/Bartender

Colorado Springs, Colorado

One Sports Bar and Grill

2000 – 2010

- Preparing payroll, design filling systems and spreadsheets
- Manage employee schedules, accounts payable, and accounts receivable
- Balance daily cash drop, calculate bank deposits, allocate change
- Order supplies and equipment as needed

### **Other Experience**

Scuttlebutts Bar and Grill

Corpus Christi, Texas

Bartender

July 2014 – Sept. 2017

American Income Life

Corpus Christi, Texas

Insurance Agent

Oct. 2012 – July 2013

- Evaluated prospective customers life insurance needs to determine eligibility and recommend proper coverage options.