

Adam Nowicki

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PERSONAL INFORMATION

Country of Origin: Poland
Date of Birth: June 30, 1986
Gender: Male

OBJECTIVE To obtain an internship position in the field of accounting

SUMMARY

- More than two years of progressive accounting and auditing experience
- Auditor internship with Ernst & Young in New York City
- Magna Cum Laude graduate with BBA in Accounting

EDUCATION

Bachelor of Science in Accounting

May 2000 -Dec 2005,
(Or Ongoing: Estimated graduation day)

Warsaw School of Economics Warsaw, Poland

University website:

University accredited by:

Courses taken include:

Managerial Accounting

Corporate Audit

Intermediate Accounting I & II

Financial Management

Sarbanes Oxley Requirements

Internal Audit

Accounting for Not-For-Profits

Managerial Economics

EXPERIENCE

Anton Tax and Bookkeeping Service Warsaw, Poland

June 2006 - Present

Full time - Accounts Payable/Bookkeeping Clerk

- Assisted with payroll, tax and account processing
- Developed automated monthly sales tax payment system
- Implemented Rapid Tax Refund Service for individual customers

Ernest & Young London, UK

June 2005 – May 2006

Full time - Auditor Internship

- Participated in the annual audit of Zephyr Megalithic Holdings
- Participated in quarterly audit of Alpha Bank Corporation
- Developed several Excel spreadsheet macros
- Received Employee of the Month award twice

Warsaw Community Center Warsaw, Poland

July 2003 – Sep 2003

Part-Time - Executive Office Assistant

- Designed PowerPoint presentations for Community Center Director
- Collected and organized data for community events
- Oversaw daily correspondence in the office

ACTIVITIES/HONORS/AWARDS

- University of Warsaw Dean's List
- Alpha Kappa Psi, Professional Business Fraternity
- Warsaw School of Economics Dean's Scholarship

SKILLS

- Bilingual in Polish and English
- Experienced with Macintosh and PC; Microsoft Word, Excel, PowerPoint, Access
- Certified in First Aid and CPR

REFERENCES

- Available upon request