ADAM NOWICKI

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OBJECTIVE

Seeking an internship position in accounting to gain valuable handson experience and enhance my skills in a diverse and dynamic work environment.

EXPERIENCE

ACCOUNTS PAYABLE/BOOKKEEPING CLERK • JUNE 2018-PRESENT ANTON TAX AND BOOKKEPING SERVICE • WARSAW, POLAND

- Assisted with payroll, tax, and account processing.
- Developed automated monthly sales tax payment system.
- Implemented rapid tax refund service for individual customers.

AUDITOR INTERN • JUNE 2015-MAY 2016

ERNEST & YOUNG • LONDON, UK

- 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.

References available upon request.

SKILLS

Bilingual in Polish and English.

Experienced with Macintosh and PC devices; Microsoft Word, Excel, PPT, and Access.

Certified in First Aid and CPR.

EDUCATION

BA IN ACCOUNTING • MAY 2017 • WARSAW SCHOOL OF ECONOMICS

Relevant coursework: Managerial Accounting; Corporate Audit; Intermediate Accounting I & II, Financial Management; Sarbanes Oxley Requirements; Internal Audit; Managerial Economics; and Account for Non-Profits.

ACTIVITIES/HONORS/AWARDS

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



