

EDUCATION **Rider University**, Lawrenceville, NJ
Bachelor of Science in Business Administration May 2012
Major: Finance
Major GPA: 3.51

WORK EXPERIENCE

Johnson & Johnson, Skillman, NJ **December 2010 – Present**
Financial Accounting and Analysis

- Compile monthly metrics data into tracker/scorecard to help monitor intercompany corporate monthly transactions.
- Manage and maintain intercompany mailbox through successful communication with affiliates over intercompany processes and functions.
- Book journal entries for all intercompany corporate purchase orders on a monthly basis to ensure no out of balances.
- Develop an excel purchase order tracker to be able to communicate information more efficiently with affiliates.
- Help in the analyzing our open items through providing a breakdown to the intercompany team.
- Create a macro based excel scorecard to help display affiliates monthly metrics (OOB, Intra Balance, etc.).
- Conduct WINGS training at Corporate Headquarters to help our business partners better understand the WINGS process.
- Conduct open item management to clear the general ledger and sub ledger to help affiliates have a clear picture of account balances.

NJ Transit, Maplewood, NJ **June 6, 2010 –September 15, 2010**
Revenue Accounting and Reporting

- Audit and sort cash fare reports for MTA and NJT to determine the spread of on board rail sales and passengers by rail line each month.
- Prepare normal “study” preparation work such as alphabetizing information, separating MTA and NJT portions and having the latest rules and regulations.

FINANCE/ACCOUNTING COURSES

- Introduction to Finance, Intermediate Corporate Finance, International Finance, Financial Markets & Institutions, Investments, Personal Financial Planning, Corporate Cash Management, Introduction to Accounting, Managerial Accounting, Cost Management.

OTHER SKILLS

- Microsoft Excel (Advanced), PowerPoint (Advanced), Word (Advanced), SAP (Advanced), CHAINS (Intermediate)
- Fluent in Portuguese

ACTIVITIES AND AWARDS

Johnson & Johnson Co-Op Association Co-Lead (GFS), 2011
Johnson & Johnson Credo Team (GFS), 2011
Dean's List (Rider University), 2008-Present