

# **Theresa Lanese**

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## **OBJECTIVE**

To acquire a full time position that will utilize my skills and knowledge of operations management. Available March 2010

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## **EDUCATION**

**The Ohio State University**, Columbus, Ohio

*Major:* Operations management

- 3.58 GPA

**Ohio Northern University**, Ada, Ohio

*Major:* Accounting

- Deans List
- 3.4 GPA

**Mentor High School**, Mentor, Ohio

- Honor Roll Achievement
  - Post Secondary Enrollment Option
  - Community Service
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## **SKILLS**

- Proficient in QuickBooks software
  - Able to learn new skills quickly and accurately
  - Works effectively in an independent or team setting
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## **EMPLOYMENT**

**ClearSaleing**, Columbus, Ohio

December 2007- Present

*Accounting Intern*

- Responsible for accounts receivable and accounts payable
- Created and organized new filing system
- Manages all accounts in QuickBooks
- Responsible for month end bank reconciliation

**Best Buy**, Mentor, Ohio

July 2003-January 2009

*Customer Service Representative*

- Provides information on products and advice to customers in making electronic purchase decisions
- Handles large amounts of cash and deposits, very accurate balancing skills
- Trained new employees
- Finance specialist