

# ARMAN SOERIASOEMANTRI

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## OBJECTIVE

Seeking an Entry Level Position in Accounting with a Company or an Organization Located in Metro Washington DC Area

## EDUCATION

1998 – 2001 **University of Kentucky** **Lexington, KY**  
BACHELOR OF SCIENCE IN ACCOUNTING WITH MINOR IN INTERNATIONAL BUSINESS

- Dean's List
- Recipient of the Clinkenbeard Scholarship
- 3.0 Graduating GPA

## RELEVANT COURSES

Financial Accounting I and II, Accounting Information System, Managerial and Cost Accounting, Federal Taxation for Individual, Accounting for Governmental and Not-For-Profit, and Auditing

## SKILLS

- Intermediate in General Ledger, Accounts Payable, Accounts Receivable, Journal Entries, and Accounts Reconciliation
- Intermediate in Excel, Word, PowerPoint, Outlook, FrontPage, Windows 98/ME, Explorer, Eudora, Alphanumeric
- Beginner in PeachTree, QuickBooks, EDS and OMS

## WORK EXPERIENCE

Aug. 2001– Dec. 2001 **Woodside Employment – Century Washington D.C.**  
**National Bank**

### OPERATIONS ASSISTANT

- Reconcile and Maintain Repurchase Accounts
- Prepare IRA and CD Interest Checks and Manage the Mailroom
- Handle Requests for Bank References and Account Adjustment
- Research Customer Accounts and Federal Funds
- Assist Operations Department with General Administrative Duties

Dec. 1998 – May 2001 **W.T. Young Library** **Lexington, KY**

### STUDENT ASSISTANT

- Provide Patrons with Requested Articles and Books and Work With Team Members to Provide Excellent Service
- Handle General Office Duties
- Employer Graded My Work as "Above Average"