

Arpineh Sarkisian

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EDUCATION

California State University-Northridge, Northridge, CA

Bachelor of Science in Accountancy

Overall GPA:3.17 | Accounting GPA: 3.51 | Dean's List: Fall 2016

Expected Graduation: December 2017

CPA Eligible: December 2017

Glendale Community College, Glendale, CA

Associate of Science (A.S.) in Business Administration - Accounting

June 2012 - June 2015

University of Tehran, Tehran, Iran

Association in Accountancy

March 2004 - December 2006

EXPERIENCE

Courtyard by Marriott, Pasadena, CA

August 2013 - Present

Front Desk Associate

- Process more than 20 guest payments and handle cash and maintain account records
- Greet and foster a strong relationship with guests and handle their requests promptly
- Conduct opening and closing responsibilities and balance all rebates and other miscellaneous charges
- Perform other front desk duties such as Market inventory, faxing forms, and training

Paradise Bakery, Glendale, CA

February 2012 - July 2014

Store Manager

- Managed store operations with key-holding responsibilities, formulated pricing policies
- Prepared and verified all cashier work process and cash collected
- Planed and delegated responsibilities based on workload assessment and employees schedule and availability
- Fulfilled all management and staff responsibilities in absence of any department staff

Pars-Nickel Co., Tehran, Iran

January 2004 - May 2008

Accountant

- Created consolidated financial statements and supported all areas of responsibility within 3-person team
- Analyzed, examined and interpreted accounts records, complied financial information and reconciled reports
- Processed all journal entries and performed accounting corrections to ensure accurate records
- Trained and supervised 2 new employees, ensuring they maintain fastidious attention to detail

LEADERSHIP

CSUN Volunteer Income Tax Assistance, Northridge, CA

Lead Supervisor

January 2017 - Present

- Supervise and work with 4 supervisors and 9 tax preparers assigned to different sites on a given shift
- Properly review all returns before e-filing them, preparing copies for taxpayers and maintain records
- Completing a review of more than 100 federal tax returns and 150 hours of service

CSUN Accounting Association, Northridge, CA

Director of Publicity

January 2017 - Present

- Creating flyers, posters and other marketing materials for member meetings, recruitment and special events
- Working with the co-director to display and distribute required materials
- Designing all Accounting Association events and maintaining a record

CSUN Association of Latino Professionals for America, Northridge, CA

Director of Meetings

January 2017 - Present

- Preparing e-mails and being the main contact for more than 10 accounting firms
- Working closely with other directors, as well as keeping them up to date regarding all events
- Making sure the meeting room is adequately prepared for the speakers

PROFESSIONAL SKILLS/INTERESTS

Computer Skills: Microsoft Office (Word, Excel, Access, Power Point), Sage 50, QuickBooks, TaxSlayer, Checkpoint

Languages: Fluent in English, Armenian and Farsi

Interests: Based on True Story Movies, Fashion, Child Development, Dancing, Cultural Festivals