

# ALLEN C. WHITE

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## EDUCATION

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- Master of Business Administration, Accounting** **May 2019**  
San Francisco State University, San Francisco, California (GPA: 3.86)  
Relevant Coursework: Strategic Management Accounting, Cost Accounting, Federal Tax
- Bachelor of Science, Business & Accounting Option** **May 2017**  
San Francisco State University, San Francisco, California (GPA: 3.68)

## SKILLS

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**Computer:** Microsoft Word, Excel, Access, PowerPoint, QuickBooks, Wave  
**Languages:** Fluent in English, Spanish

## EXPERIENCE

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- Accounting Intern, SocialMedia.com** - Los Angeles, CA **June - August 2017**
- Processed journal entries, compiled accounts payable transactions each month and prepared basic financial reports that supported decision making by the executives
  - Reduced closing time for monthly and quarterly close 10% by suggesting and implementing new consolidation procedures under management guidelines
  - Collaborated extensively with the internal auditors during the preliminary audit so work on any discrepancies ahead of time; rectified a \$5.5k revenue entry
  - Performed financial calculations such as accounts payable and receivable, interest charges, balances, discounts, payroll, asset liability ratios
  - Performed general office duties such as filing, answering telephones, handling routine correspondence
- Finance & Accounting Intern, Wayside Technology Grp.** - San Francisco, CA **June 2015 - August 2015**
- Prepared monthly journal entries and analyzed accounts for the company's European and Canadian subsidiaries by working closely with Director of Accounting
  - Maintained and reconciled ledger and sub-ledger accounts while providing back-up to the team
  - Assisted in the response to financial inquiries, including ad-hoc data analysis using data sets, for use in effective management of business
- Student Advisor, San Francisco State University** - San Francisco, CA **August 2013 - June 2014**
- Introduced and led educational, financial, and leadership workshops for new students
  - Advised students on academic matters and made referrals to appropriate programs and staff

## AFFILIATIONS & AWARDS

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- Founder & President, MBA Association, San Francisco State University** **January 2018 - Present**
- Facilitate weekly group meetings and monthly networking functions
  - Collaborated with the Treasurer of MBA Association to strategically plan the activities of the group for the year 2018 with a budget of \$5K
- Chairperson, Delta Sigma Pi, San Francisco State University** **August 2016 - May 2017**
- Coordinated team of 8 in planning recruitment events in University
  - Implemented marketing strategies to promote the group and highlight benefits of membership
  - Resulting in the increase in membership by 20%