

GRACE RAJALA

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Objective

Dependable student working to obtain an internship in the field of Accounting and Finance that will be challenging and requires creative problem solving.

Education

Michigan Technological University	Houghton, MI
BS Accounting	Expected 2023
BS Finance	Expected 2023
GPA: 3.45/4.00	
Accounting GPA: 3.46/4.00	
Gogebic Community College	Houghton, MI
High School Dual Enrollment – GPA: 4.00/4.00	May 2019

Employment History

Accounting Intern, Clifton Larson Allen LLP	May 2022 – August 2022
<ul style="list-style-type: none">- Prepared Directors' Examinations for Financial Institutions- Performed Initial Audit Procedures for Financial Institutions- Helped to prepare a FDICIA for a Financial Institution	
Accounting Intern, Rukkila Negro & Associates, CPA	January 2021 – May 2022
<ul style="list-style-type: none">- Prepared 2020 and 2021 individual tax returns- Input timesheets and verify paychecks in QuickBooks- Prepared and reconciled quarterly and monthly payroll tax and sales tax reports	
Sales Agent, Dean Kangas State Farm Agency	May 2020 – October 2020
<ul style="list-style-type: none">- Sales Agent with temporary license in Auto and Homeowner's insurance- Marketed products to new clients- Analyzed customer needs and provided quotes and billing services	
Receptionist, Erickson Crowley Peterson Funeral Home	June 2019 – Aug. 2019
<ul style="list-style-type: none">- Maintained financial records, ordered merchandise, and prepared billings- Obtained information needed to complete legal documents, such as death certificates and burial permits	

Skills and Experience

- Capable of handling multiple tasks concurrently
- Exceptional communicator
- Experience in handling confidential information
- Proficient in QuickBooks, PFX Engagement, Ultra Tax and Excel
- Kappa Sigma Iota (MTU Accounting Club)
- Applied Portfolio Management Program