

Kelsey N. Skurka

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EDUCATION

Bachelor of Science in Commerce and Business Administration

The University of Alabama, Culverhouse College of Commerce, Tuscaloosa, AL, May 2019

Master of Accountancy May 2020

Major: Accounting

Specializations: Professional Accounting and Real Estate

Certifications: QuickBooks Certified and Basic IRS Tax Certified

WORK EXPERIENCE

Office Assistant, RealtySouth, Tuscaloosa, AL, December 2016 – Present

- Answer the phone, forward calls, takes messages, and make appointments for agents.
- Setup showing times for clients and agents.
- File necessary information for active, pending, and closed listings.
- Greet clients and vendors upon arrival and direct them to appropriate offices.
- Perform administrative duties including faxing, filing and managing incoming and outgoing mail.
- Monitor and maintain office supplies.

Assurance Intern, RSM US LLP, Birmingham, AL, June 2018 – August 2018; January 2019-March 2019

- Understood clients' needs and expectations, their business and industry, accounting and control systems, employees, company values and industry-related GAAP and GAAS issues.
- Developed an understanding of the RSM audit approach and tools.
- Assessed risks and evaluating the client's internal control structure.
- Performed substantive tests and tests of internal controls to identify and resolve accounting or reporting issues.
- Drafted financial statements under prescribed formats.

Lifeguard, Tuscaloosa Parks and Recreation Authority, Tuscaloosa, AL, May 2015 – December 2016

- Enforced all policies and procedures pertaining to aquatic facilities.
- Searched for hazards or potential hazards and took necessary measures to prevent accidents.
- Inspected facility daily and report unsafe conditions.
- Performed first aid and CPR per the demands of adverse situations.
- Maintained records, reports, and activity logs.

Nanoscience and Engineering Intern, The University of Alabama, Tuscaloosa, AL, Summer 2014

- Presented research in weekly meetings.
- Designed a nanoscale drug delivery system for cancer therapy using polymer micelles.
- Assembled a drug delivery system to carry out magnetically triggered release experiments.

LEADERSHIP EXPERIENCE

Mentor, The University of Alabama, Tuscaloosa, AL, Fall 2017-Present

- Mentor young student majoring in Accounting to guide her through her undergraduate years.
- We meet about once per week to discuss classes, various accounting topics, life advice, etc.

Leader, The Ronald McDonald House, Birmingham, AL, Summer 2018

- Organized and led a team to prepare, serve, and clean-up for dinner.
- Prepared, planned, and budgeted a cost efficient, healthy meal for fifty people.

INVOLVEMENT AND HONORS

2016 & 2017 Alabama Center for Real Estate Conference Volunteer

2017 Walk to End Alzheimer's Volunteer

2018 Tuscaloosa Half Marathon & Mayor's Cup Volunteer

Alabama Society of Certified Public Accountants (ASCPA) Member

Food Bank Volunteer

Habitat for Humanity Volunteer

SaveFirst Impact America Tax Volunteer

The University of Alabama LIFT QuickBooks Volunteer

The University of Alabama Future Alumni for Tradition and Excellence Club

The University of Alabama's Dean's List and President's List

Intramural Co-ed Basketball Captain

Intramural Co-ed Volleyball Captain

Intramural Co-ed Softball