

# Marcie Verbinsky

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Motivated recent college graduate with stellar communication skills and experience in preparing financial and annual reports for mid-sized institutions. Able to work as part of a team or solo.

## Key Skills

- Experience working with Intuit Quickbooks and Oracle Netsuite.
- Excellent mathematics skills
- Able to communicate well both verbally and in writing
- Can take direction well
- Is able to work flexible hours

## Professional Experience

### Accounting Intern

*J.D. Markel and Associates, Portland, ME | January 2021 - May 2021*

- Collaborated with a staff of four accountants to keep books for a mid-sized accounting firm
- Liaised with accounting clients to manage their bookkeeping needs
- Prepared spreadsheets for clients' annual and quarterly reports
- Wrote memorandums and formal letters to clients, summarizing financial statements

### Office Assistant

*Hannaford's Grocery Store, Bar Harbor, ME | Summers, 2016-2021*

- Assisted office manager in office and bookkeeping tasks for a grocery store taking in \$4.2M annually
- Worked with an in-house accountant to prepare weekly, monthly, and annual financial reports for the store owners
- Prepared accounts receivable materials under the guidance of an in-house accountant
- Performed general office duties such as answering the phone, writing memos, and responding to customer queries or complaints

## Education

### Bachelor of Science in Accounting

University Of Southern Maine Portland, ME September 2017 - May 2021

- 3.8/4.0 GPA
- Awarded departmental accounting award, May 2021
- Vice President, Accounting Club, September 2020 - May 2021