

Alexander J. Dalton

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Objective

To obtain full-time employment in the accounting field that will allow me to utilize my skills and attain professional and personal growth.

Education

Virginia Tech: August 2011 – December 2015 (150 hours upon graduation in December)

Pamplin College of Business, pursuing BS in Accounting

Experience

Accounting Assistant (Dec. 2012–May 2015, during spring, summer and winter college breaks)
Landon IP, Inc., 1725 Jamieson Avenue, Alexandria, VA 22314

- Processed accounts payable and cash disbursements including entering and verifying approvals and account coding; additionally, set up vendors and recorded W-9 information
- Processed accounts receivable and cash receipts
- Prepared bank reconciliation and performed monthly billing
- Reconciled customer database to the sales order database in Great Plains
- Submitted invoices online by utilizing ebilling systems including: TyMetrix 360, Serengeti, ShareDoc, CounselLink, Collaborati, and JP Morgan
- Reviewed customer legal agreements and entered key details into agreements database
- Assessed, researched and updated customer database consisting of 19,000 customer accounts

Institute Assistant (June – July 2014)
Georgetown University, 3700 O Street, NW, Washington, DC 20057

- Supervised three groups of 25 high school students each throughout week-long summer programs which encompassed:
 - Engaging in and attending all program activities including lectures, guest speakers, off-site visits and evening capstone projects
 - Leading discussion sessions after designated program activities and events
 - Addressing questions and needs

Database Assistant (Aug. 2012)
Landon IP, Inc., 1725 Jamieson Avenue, Alexandria, VA 22314

- Reviewed translation candidate resumes and input information in customized database

Server (May–Aug. 2012 and May–Aug. 2011)
Ovations Restaurant, 1635 Trap Road, Vienna VA 22182

Office Assistant (May–Aug. 2011, Dec. 2011, May–Aug. 2012 and Dec. 2012)
Purple Onion Catering Company, 410 Maple Avenue, W., Vienna VA 22180

Skills

- ▶ Proficient in programs: Microsoft Dynamics Great Plains (Accounts Payable, Accounts Receivable and Bank Reconciliation Modules); Microsoft programs: Excel, Word, Outlook and PowerPoint; Adobe Acrobat; QuickBooks

