Steven Michael Faix

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EDUCATION

The Pennsylvania State University, Smeal College of Business — University Park, PA
Bachelor of Science, Accounting — Date of Graduation: May 2019
Cumulative GPA: 3.62
Dean's List: 3 of 4 semesters

RELEVANT EXPERIENCE

Stone Bay Holdings — **West Chester, PA**
Stone Bay Holdings is an investment fund focused on a variety of undervalued real estate opportunities.
Accounting Intern — August 2016 – August 2017

- Reconciled 39 checking and money market accounts monthly using QuickBooks
- Prepared and analyzed monthly operating reports (MORs) for 17 different real estate companies using QuickBooks and AppFolio
- Streamlined financial reporting process from paper to online formatting using Foxit Phantom
- Worked an average of 20 hours during school and 40 hours during winter and summer breaks
- Initiated subscription agreements with new investors regularly through DocuSign
- Conducted hiring process for a new Administrative Assistant including screening nearly 100 resumes and interviewing over 15 top candidates
- Trained the new Administrative Assistant on the most effect ways to accomplish tasks
- Created investor interest statements using Excel to make charts and utilize formulas
- Created marketing material using Vista Print to brand the companies name at sporting events

Pennrose Management Company — **Philadelphia, PA**
Pennrose is a real estate development company specialized in multifamily property management.
Accounting Intern — May 2016 – August 2016

- Prepared and analyzed MORs for several different large apartment complexes using Yardi
- Trained the new Senior Staff Accountant on Pennrose's financial reporting systems
- Developed an instructional Word document that included Snipping Tools that gave step by step instructions on how to complete a MOR, as a result cutting down the learning curve significantly
- Retrieved over 50 vendor's W-9s and certificates of insurance
- Regularly used check scanning software for depositing about 20 checks to TD Bank weekly

ADDITIONAL EXPERIENCE/ACTIVITIES

Real Estate Boot Camp — **State College, PA**
Member — September 2017 – Present
Real Estate Society — **State College, PA**
Member — September 2017 – Present
Wawa — **West Chester, PA**
Customer Service Associate — September 2014 – October 2016

- Demonstrated superb customer service working at one of the highest revenue generating stores
- Oversaw up to 8 coworkers and assigned tasks to be completed that best utilized resources