Ellis E Painter

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EDUCATION

The Pennsylvania State University **University Park,PA**
Smeal College of Business: Bachelor of Science, Accounting Expected May 2018
Cumulative GPA: 3.2/4.0

Council International Educational Exchange **London| Rome | Paris**
Global Scholar | General Liberal Arts Studies Aug 2016 – Dec 2016

EXPERIENCE

Pfizer Collegeville, PA May - August 2017
SSW Business Technology Analyst

- Assisted in updating the BPML in SAP for the ERP deployment in Mexico City and Costa Rica
- Saved Pfizer over $100,000 in my first week using invoice reconciliation
- Worked directly with Australian colleagues on transitioning data from one platform to another

Spencer Clarke LLC New York, NY May - June 2016
Executive Assistant

- Working alongside the CEO while leading research and evaluating various companies
- Assisted in selling of Pre IPO shares of a billion dollar valued company
- Redesigned website and underlying technical platforms

Paris Uniform Cleaners Dubois, PA June-August 2015
Summer Finance Intern

- Notified supervisor of all issues and trends when required.
- Tracked inventory and maintained accounts to identify any discrepancies.
- Ensured proper accounting of general ledger transactions were prepared monthly on general ledger reconciliations
- Entered financial data into the system, recorded transactions and checked figures for accuracy

TECHNICAL SKILLS

Excel, Python, Wire framing applications, Data analysis, Project management, SAP

LEADERSHIP & ACTIVITIES

Real Estate Boot Camp, Pennsylvania State University – State College August 2017- current
Member

College Basketball Member, Pennsylvania State University- DuBois August 2014-March 2015
Member

- Selected to Academic All-Conference while also holding the highest GPA on the team. Started every game as a freshman

Lion Ambassador Pennsylvania State University- DuBois August 2015-May 2016
Member

- Led tours to future students of Penn State