

## PROFESSIONAL SUMMARY

Accounting and compliance professional with experience in municipal finance, budgeting, financial reporting, accounts payable, procurement, contract administration, and internal controls. Currently serving as an Accounting Analyst in municipal government while pursuing an M.S. in Business (Finance) at Oregon State University. Skilled in financial analysis, reconciliations, audit support, and regulatory compliance. Relocating to Las Vegas, NV on October 1, 2026. Eager to transition into public accounting with a CPA firm, where I can broaden my technical accounting expertise, gain hands-on client experience, and continue progressing towards acquiring my CPA licensure.

## WORK EXPERIENCE

### Accounting Analyst

City of Corvallis | January 2026 to Current

- Administer accounting and financial controls for contracts and purchase commitments exceeding \$20M, ensuring proper adherence with accounting principles and compliance to government procurement regulations.
- Perform account reconciliations and financial analysis to identify discrepancies, ensure data integrity, and support accurate financial reporting and month-end close activities.
- Support month-end and year-end financial processes through account analysis, transaction review, and preparation of financial documentation.
- Evaluate invoices, expenditures, and supporting documentation to ensure accuracy, compliance, and proper recording within the City's financial management system.

### Senior Administrative Specialist

City of Corvallis | December 2024 to January 2026

- Supported departmental accounting functions totaling \$50M in annual expenditures.
- Managed departmental purchasing process for 80+ department personnel ensuring compliance with municipal financial procedures.
- Reconciled general ledger activity and prepared adjusting journal entries, resolving discrepancies and improving the accuracy and reliability of financial records.

### Compliance Specialist

Easterseals Oregon | December 2023 to December 2024

- Conducted compliance audits of more than 350 program files to ensure adherence to federal VA housing program requirements.
- Identified data quality and compliance issues, resulting in a 25% reduction in reporting errors or improvement in compliance performance.

## EDUCATION

### Oregon State University, Corvallis

#### Master's of Science in Business (Finance)

Expected Spring 2027

Relevant Coursework

- Financial & Cost Analysis
- Managerial Decision Tools
- Business Legal Environment
- Markets & Valuation
- Commercial Banking
- Practical Business Analysis
- Operations Management
- Data Analytics for Competitive Advantage
- Data Management
- Corporate Finance (In Progress)
- Venture Finance (In Progress)

### University of Nevada, Las Vegas

#### Bachelor's of Science in Public Health

Graduated Spring 2021

Relevant Coursework

- Global Economics
- Principles of Macroeconomics
- Program Planning & Evaluation
- Research Methods
- Biostatistics
- Epidemiology