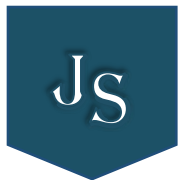


# JENNIFER SCRIVANO



**OBJECTIVE:** *to pursue an accounting career within an organization that promotes growth, values organizational culture, and fosters innovation*

## ENGAGEMENT AT AUM



**Accounting Club**  
President

**Becker CPA Review**  
Campus Ambassador

**College of Business**  
Ambassador

**Int'l Programs Committee**  
Student Rep.

**Student Acctg. Advisory Board**  
Secretary

**Student Government Assoc.**  
Senator at Large

## PROFESSIONAL DEVELOPMENT



**Alabama Society of CPAs**

**Assoc. of Government Accountants**

**NAFA Fleet Management Assoc.**  
AL Chapter, Secretary



## EDUCATION, HONORS & AWARDS

**AUBURN UNIVERSITY AT MONTGOMERY**      **MONTGOMERY, AL**      **MAY 2010 -PRESENT**

- Masters of Accountancy (MAcc): expected Fall 2018
- College of Business, School of Accountancy BSBA (Magna Cum Laude): May 16, 2015
 

Omicron Delta Kappa (ODK)	Beta Gamma Sigma (BGS)	Phi Kappa Phi (ΦΚΦ)	Delta Epsilon Kappa (DEK)
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## PROFESSIONAL EXPERIENCE

➤ **ONESOURCE ACCOUNTANT**      **ALDRIDGE BORDEN & Co., P.C.**      **JUN 2016 - FEB 2017**

- **Full-Charge Bookkeeper:** responsible for executing monthly accounting, payroll, & bill-pay services for 10-14 small-medium sized entities on a regular basis and serviced most other OneSource clients as needed using cloud-based accounting technology
  - Research, resolve, & process transactions within integrated systems on a real-time basis
  - Directly managing large batch deposits to separate accounts or sub-accounts for incoming monies (e.g., trusts, operating, & fund accounts)
- **Financial Reporting:** includes monthly financial statements, general ledger & reconciliation reports, sales, payroll, & income tax return preparations, and various custom reports (client-specific) which further provides for immediate access to reliable financial information accessible to client(s) virtually anywhere, anytime

➤ **ACCOUNTING TECH**      **ALDOT, STATEWIDE FLEET MANAGEMENT**      **MAY 2013 - OCT 2015**

- **Accounting & internal control:** in accordance with prescribed statewide procedures:
  - ✓ Routinely posted transactions & adjustment entries to expenditure & budgetary control accounts & processed distributions to proper fund classifications
  - ✓ Compliant with appropriate separation of duties: examine, balance, & confirm data accuracies or identify (potential) discrepancies via financial reconciliations
- **Human capital management & customer focus:** as designated *conference coordinator*, planned/scheduled venues, prepared presentations, and assisted directors & attendees during meetings/events supporting core missions essential to establishing effective program
  - ✓ personnel liaison responsible for managing employee processing & web content
- **Analytics:** Implemented fleet baseline methodology outlining new state agency fleet operations that required independently gathered fleet data & maintained record of fixed assets for roughly 145 state agency-fleets
  - ✓ Researched, interpreted, & developed optimal fleet-tracking program helping to improve staff efficiency by streamlining a more rapid system of internal operations
  - ✓ Assessed fiscal viability comparing historical fleet analysis to emerging data attributed to progressive fleet restructuring efforts, collaborative strategic planning, and direct feedback

➤ **OPERATIONS CLERK**      **HOLLOWAY CREDIT SOLUTIONS**      **MAY 2008 - MAY 2009**

- **Receivables & payables:** posted AR, AP, & batched default accounts with accuracy daily

➤ **ADMIN. ASSISTANT**      **WORLDWIDE DEDICATED SERVICES**      **MAR 2007 - MAR 2008**

- **Payroll & record maintenance:** assisted in weekly payroll processing of 90+ company drivers
- **Logistics:** created southeastern/regional routes which improved logistic processes (still used)

## COMPETENCIES

- |                                |                                   |                  |
|--------------------------------|-----------------------------------|------------------|
| • Project Planning & Oversight | • SharePoint Design               | • Data analytics |
| • Written Correspondence       | • Desktop Application Proficiency | • Web Design     |