

Permanent Address
107 Dungarvan Drive
Middletown, DE 19709

Jenna Henke

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School Address
208 Amstel Way
Newark, DE 19711

EDUCATION

University of Delaware, Honors Program
Bachelor of Science, Accounting & Management Information Systems
GPA 3.6/4.0

Newark, DE
May 2020

- Trustee Scholar
- Business & Economics Scholar
- Dean's List: All semesters

EXPERIENCE

Albero, Kupferman & Associates, Wilmington, DE

September 2018 - Present

Tax Accounting Intern

- Bookkeeping for clients using QuickBooks
- Preparing and processing 1040 tax returns

Harrison Group Hotels., Ocean City, MD

June 2018 - August 2018

Accounts Payable Intern

- Processed 80-100 company invoices a day, making appropriate journal entries to record payment
- Ran weekly expense reports for each of the 13 managed properties
- Communicated with vendors via telephone regarding invoice payment

Cover & Rossiter, P.A., Wilmington, DE

January 2018 - May 2018

Tax Accounting Intern

- Prepared audit report files for randomized audits within the city of Wilmington
- Processed the intake and verification Forms 1040 and 1120, using tax automation software SurePrep, project management software XCM, and client information manager CCH ProSystem Engagement

Kevin Lammers Insurance Agency, Newark, DE

August 2016 - December 2017

Administrative Staff; Licensed Producer (Property & Casualty)

- Employed online software to manage weekly e-marketing campaign
- Operated Access database to track and report daily business mileage for tax deduction purposes

Dieter Hofmann, LLC, Middletown, DE

October 2014 - August 2016

Assistant; Licensed Producer (Property & Casualty)

- Operated Client360 and e2 Value programs to quote weekly homeowner's and automobile insurance policies
- Responded to incoming phone calls and provided timely customer service

ACTIVITIES

InterVarsity Christian Fellowship

August 2016 - Present

Administrative Coordinator (Present)

- Create concise, weekly announcement emails to inform members of events
- Coordinate with staff leaders, board executives, and social media team to release correct information in a timely manner

Treasurer (2017)

- Monitored financial position and performed basic bookkeeping, conducting reimbursement for functions' purchases and related expenses
- Managed registration for and facilitated student scholarships for conferences

SKILLS

- Currently learning Power BI and MySQL
- Basic knowledge of Access and statistical programming language R
- Working proficiency in Excel and PowerPoint
- Proficient in Dvorak Simplified Keyboard - alternative typing layout with increased speed, reduced carpal tunnel stress, and higher resulting endurance