

Ashley Polera

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EDUCATION

Muhlenberg College	Allentown, PA
Bachelor of Arts	May 2020 (expected)
Majors: Finance and Accounting Finance GPA: 3.75, Accounting GPA: 3.62, Overall GPA: 3.62	
CPA eligible (150 credit hours) expected at graduation	
Muhlenberg College Dean's List Recipient	3 Semesters

INTERNSHIP/RELEVANT EXPERIENCE

PKF O'Connor Davies Accounting Firm Leaders of Tomorrow Program	Harrison, NY
Participant	June 2017
<ul style="list-style-type: none">Selected as one of 20 participants in a one-day program to learn about public accounting in a leading mid-sized firmChosen for opportunity based on resume submission and phone call interviewNetworked with firm professionals at various levels, gaining exposure to different departments within the firm	
First County Bank	Stamford, CT
Trust Intern	May-June 2016
<ul style="list-style-type: none">Recorded and analyzed information about distributions to beneficiaries, investment activities, and probate court reports during business meetingsGenerated and updated stock portfolios using Excel	

ADDITIONAL EXPERIENCE

Tutor, Muhlenberg College	Allentown, PA
Statistical Analysis and Financial Accounting	January 2017-Present
<ul style="list-style-type: none">Conduct group and 1-on-1 tutoring sessions to assist with homework and test preparation	
Note taker, Muhlenberg Office of Disability Services	Allentown, PA
<ul style="list-style-type: none">Record cohesive notes for students enrolled in certain classes to be used for reference	January 2017-Present
Basketball Instructor, Town of Armonk REC League	Armonk, NY
<ul style="list-style-type: none">Conducted individual basketball instruction for girls ages 8-10Demonstrated effective communication skills when interacting with parents and guardians	2014-2016

VARSITY ATHLETIC ACHIEVEMENTS AND CAMPUS ACTIVITIES

Member, Muhlenberg Women's Basketball Team	Allentown, PA
<ul style="list-style-type: none">Balance 20 hours of practice/games per week while maintaining academic excellenceDevelop team building skills, strong work ethic and perseverance to meet personal and team goalsAssist in community service events, such as Dream to Read, Jefferson Field Day, and Mercy Field Day, in coordination with the Lehigh Valley	August 2016-Present
Member, Cardinal Key Society	Allentown, PA
<ul style="list-style-type: none">Develop traditions and instill school spirit among Muhlenberg studentsAssist and work alongside Alumni relations, collaborate and organize Alumni events	January 2017-Present
Student Representative, College Committee of Fitness and Athletics	Allentown, PA
<ul style="list-style-type: none">Serve as a student athlete representative to resolve issues within athletic departmentAct as an advisor on behalf of the College regarding the policies and conduct of its athletic affairs	March 2017-Present
Student Representative, Muhlenberg College Alumni Board	Allentown, PA
<ul style="list-style-type: none">Work in active, respectful partnership to achieve long-range institutional goals and objectivesMaintain awareness and knowledge of important College activities, projects and innovations, strategic institutional goals and fund development priorities	May 2017-Present
Vice President, Muhlenberg College Accounting Society	Allentown, PA
<ul style="list-style-type: none">Coordinate educational accounting programs and events on campus	September 2017-Present

SKILLS

Software: Microsoft Office (Excel, Word, PowerPoint), RStudio