

Carlee Iannone

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(732) 895-0485

EDUCATION

Montclair State University
Major – Accounting

Graduation expected June 2026

West Virginia Wesleyan College, Buckhannon, WV
Major – Accounting GPA - 3.98

September 2022-June 2024

EXPERIENCE

Knob Hill Country Club, Manalapan, NJ – Server

May 2023- Present

- Orchestrated a seamless dining experience, ensuring timely service and exceptional attention to detail
- Demonstrates the capacity to communicate effectively, solve problems, and make decisive decisions in a dynamic environment, all while maintaining a team-oriented attitude.
- Demonstrates exceptional operational proficiency across all Point of Sale systems and adeptness in managing both cash and credit transactions

Innovative Advocate Group, Inc., Red Bank, NJ - Intern

December 2022-January 2023

Successfully completed a rigorous unclaimed property audit training program, applying advanced audit techniques to reconcile unclaimed property accounts.

- Company research
- Understanding financial documents
- Application of advanced Excel techniques
- Analysis of financial & tax documents

Peace, Love, and Horses, Atlantic Highlands, NJ – Educational Assistant

June 2017 - September 2022

- Assists Manager in developing lessons plans while educating children on farm safety
- Fostered a warm, nurturing, and fun atmosphere conducive to learning
- Established numerous activities that taught students self-reliance and independence

Restaurant Diomede, Little Silver, NJ – Server/Hostess

July 2020- February 2022

- Demonstrated genuine hospitality upon greeting and serving
- Ability to effectively communicate, problem solve, and act decisively in a fast-paced environment while maintaining a team player attitude
- Has strong operational expertise with all Point of Sale systems and is proficient in managing cash and credit transactions

HONORS/ACTIVITIES

President's List Spring 2023, Fall 2024,
Finance and Operations Vice President Alpha Xi Delta WVWC
Dean's List Fall 2022, Spring 2024
DIII Montclair State University Softball Athlete
DII West Virginia Wesleyan College Softball Athlete
Varsity Softball Player MHSS
Varsity Bowling Captain MHSS
National Honor Society, French Honor Society
Peer Leaders
Eagle Spirit Award Recipient

COMMUNITY SERVICE

Rainbow Foundation Children's Charity
Rally Cap Sports
Kindly Hearts Initiative

SKILLS

Advanced skills in Excel (V lookup, Pivot table and statistical calculations)
Proficient in Microsoft Office and PowerPoint