

Megan Fritz

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443-452-9445

EDUCATION

Bachelor of Science in Business Administration, May 2023

Rider University - Norm Brodsky College of Business, Lawrenceville, NJ

- **Major:** Finance
- **GPA:** 3.031

Associate of Arts, December 2020

Community College of Baltimore County, Essex, Baltimore, MD

- **Major:** General Studies
- **GPA:** 3.0

HONORS/AWARDS

- Transfer Academic Scholarship
- Multi-Cultural Award
- Perfect Attendance

PROFESSIONAL EXPERIENCE

Merritt Companies, Baltimore, MD

Accountant – Accounts Receivable, June 12th, 2024 – Present

- Process and apply payments including checks, wire transfers, and electronic transfers, ensuring accuracy and timely application to accounts.
- Manage and input tax forms into the database, maintaining accurate records and compliance.
- Assist property accountants with the preparation and distribution of monthly commercial billing statements.
- Generate and review base rent reports for all property accounts at month-end, ensuring accuracy and completeness.
- Consistently meet deadlines for document submission and financial reporting, demonstrating strong organizational and time management skills.

Administration, November 14th, 2024 – June 11th, 2024

- Prepared legal documents and collaborated with attorneys as required.
- Conducted ledger audits to ensure accuracy and compliance with financial regulations.
- Provided assistance to tenants and customers, addressing inquiries and service requests promptly and courteously.
- Supported other teams within the company by performing various administrative tasks as needed.

- Managed conference room scheduling and coordinated catering for events.
- Handled liquor licenses and board resolutions in accordance with company policies and regulatory requirements.

Pizza John's Inc, Baltimore, MD

Cashier and Sub Worker, January 2017 – January 28th, 2024

- Provide exceptional customer service by warmly greeting customers and effectively communicating their needs, both in person and over the phone.
- Consistently exceed expectations, earning the prestigious Employee of the Month award in September 2018 for consistently going above and beyond the requirements of my role.
- Skillfully prepare customized subs to perfection, ensuring that each customer's unique preferences are met with precision and attention to detail.
- Maintain a meticulously organized and clean work area, upholding the highest standards of cleanliness and sanitation.
- Efficiently handle all transactions on the register, including cash, card payments, and refunds, maintaining accuracy and timeliness.
- Resolve customer complaints with tact and professionalism, utilizing effective problem-solving skills and, when appropriate, offering discounts with manager approval.

LEADERSHIP & ACTIVITIES

Pizza John's Inc, Baltimore, MD

January 2017 – January 28th, 2024

- Demonstrate exceptional leadership skills, effectively leading and motivating a team of coworkers to create a friendly and efficient work environment.
- Inspire and empower coworkers to surpass expectations, fostering a culture of excellence and teamwork.

SKILLS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, and Access).
- Programming/Coding knowledge in Java and JavaScript.
- Familiarity with Tableau and Visio.
- Experience Smartsheet, Angus, Yardi, and SharePoint

Links

LinkedIn: <https://www.linkedin.com/in/megan-fritz-a80179209/>