

# Adam Kelly

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## EDUCATION

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### University of Miami

Coral Gables, Florida

*Bachelor of Science in Business Administration in Finance and Accounting*

May 2020

*Minor in Computer Science*

- **GPA:** 3.760/ 4.0; ACT: 34
- **Honors:** Foote Fellow, Bermont/Carlin Scholar, President's Scholarship, Provost's Honors Roll, Dean's List
- **Relevant Coursework:** Fundamentals of Finance, Managerial Accounting, Statistical Method and Quality Control, Computer Programming, Economics

## WORK & LEADERSHIP EXPERIENCE

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### Deloitte

Miami, Florida

*Winter Externship*

January 2018

- Observed Design and Implementation testing of cash, revenues, expenditures, Accounts Payable, and Accounts Receivable for purposes of client audit review
- Evaluated client financial statements, discussed highlights of the statements with company professionals, and additional procedures for understanding full audit

### Pediatric Associates of Southern Westchester

New Rochelle, New York

*Administrative Assistant*

May 2017 – August 2017

- Implemented a new filing system for the archiving of paper medical records
- Increased the number of patients using patient portal by over 200% while assuring company compliance with significant HIPPA regulations and requirements
- Evaluated document retention policies, age of existing documents, and identified missing documents and documents to be destroyed per company procedures
- Calculated daily totals and accounted for insurance and patient payments and assessed patient billing status
- Identified patients with delinquent accounts and notified them of need to address account issues

### University of Miami

Coral Gables, Florida

*Team Leader*

August 2017 – Present

- Supervise and teach weekly discussion class of freshmen in a course on Cultural Competency in the Global Workplace and Finding your Personal Brand
- Facilitate organization, research, and presentation of a Group Project, focused on a multi-national corporation on the cultural challenges of entry into a new country by that corporation
- Act as a liaison between the administration and faculty of the business school and the incoming freshmen to assist with a seamless transition into college and into the business world

### Ice Hutch

Mount Vernon, New York

*Skating Instructor and General Employee*

September 2013 – August 2016

- Handled ticket sales and concessions including payments in cash, credit, check and debit, closed sales at end of business day, reconciled daily receipts, and addressed overages or insufficient balances
- Conducted skate inventory review including product availability for rent, availability of additional stock, identification of stock to be retired, and placement of new inventory into rental rotation
- Trained new employees as to company practices and expectations, and supervised up to five employees to assure to assure effective customer interaction in distribution of product for activity

## SKILLS, ACTIVITIES & INTERESTS

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**Technical Skills:** Java, C++ (Spring 2018), R, Microsoft Excel, Intermediate experience in CSS, HTML

**Certifications:** Bloomberg Market Concepts Certification

**Activities:** Scuba Club, Delta Sigma Pi Business Fraternity (Assistant VP of Professional Events), High School Varsity Hockey and Golf

**Interests:** Hockey, Photography, SCUBA, Golf, Reading science fiction