

Brian Wilking

(412) 298-5399 ▪ brian@brianwilking.com

EDUCATION:

The Pennsylvania State University – Erie, PA

Bachelors of Science in Accounting

3.46 GPA

Expected May 2015

- Interdisciplinary Social Media Certificate
- 94th percentile nationally; 175/200 on ETS Business Major Field Test

Fall 2014

BUSINESS EXPERIENCE:

Erie Insurance Group – Erie, PA

IT Project Management Intern

May 2014 – Present

- Developing a multi-faceted rough order of magnitude sizing process
- Participate in 2015 IT fiscal planning core team with eight other representatives
- Reconcile contractor invoices against PPM system and work with management to resolve discrepancies

Lion Entertainment Board, Penn State Behrend – Erie, PA

Finance and Support Manager

May 2014 – Present

- Oversee and manage \$182,000 organization budget
- Work with other organization officers, university staff, and general members in planning and executing events for up to 3,000 people

Assistant Executive Director

May 2013 – May 2014

- Oversaw and co-managed \$170,000 organization budget
- Worked with other organization officers, university staff, and general members in planning and executing events for up to 3,000 people
- Independently scheduled, planned, and contracted events for up to 500 people

Catholic Campus Ministry, Penn State Behrend – Erie, PA

Intern

January 2014 – May 2014

- Assisted Catholic Campus Ministry Coordinator in departmental budging, purchasing, and bookkeeping
- Maintained departmental website design, inline with industry standards

Jefferson Educational Society – Erie, PA

Intern, Finance [Accounting] Department

March 2013 – December 2013

- Maintained organization accounting records and completed monthly reconciliations
- Worked with Finance Director to process incoming accounts payable requests and issued checks
- Prepared records and documents for annual financial audit with Finance Director
- Worked with co-workers and community members on planning and executing Jefferson and Perry 200 events for over 100,000 people

LEADERSHIP EXPERIENCE:

Penn State Behrend Office of Student Activities – Erie, PA

Technology Integration Manager

January 2012 – Present

- Educate students on, and assist with, creation of digital medias
- Utilize industry standard software and practices to maximize visual appeal and website effectiveness

Newman Association, Penn State Behrend – Erie, PA

President

August 2011 – April 2013

- Created the *Waste Not* program which donates over 3,700 meals to Erie residents annually
- Worked with university staff and students in planning and executing events for up to 250 people
- Oversaw and managed other organization officers, up to eight people, and organization finances

ADDITIONAL EXPERIENCE:

Student Member, Pennsylvania Institute of Certified Public Accountants

September 2012 – Present

Member, Accounting Club, Penn State Behrend

August 2012 – Present

Volunteer, Roman Catholic Diocese of Erie

February 2012 – Present

Alum Brother, Kappa Delta Rho National Fraternity

October 2011 – Present