

# **Elizabeth Horveath**

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(717) 574-2078 (cell)

## **Education**

Bachelors of Science in Business Administration, Major in. Pennsylvania State University.  
Expected graduation date is December 2007.

## **Employment Experience**

**Administrative Assistant**, Chef's Choice Foodservice Equipment  
Harrisburg, Pennsylvania May 2005- Present.

- Accounts Payable
- Accounts Receivable
- Preparing payroll
- Prepared weekly accounts receivable and accounts payable reports
- Data entry
- Customer Service
- Microsoft Office (Word, Excel, Outlook)

## **Other Employment**

Customer Advisor for Bath and Body Works in Allentown, PA. October 2002- August 2003.

- Experienced in receiving cash and making nightly deposits.
- Processed inventory
- Customer Service

Fashion Coordinator for New York and Company in Allentown, PA. May 2004- January 2005.

- Experience with customer service
- Experience with receiving cash and making nightly deposits.

## **Activities**

Student member of the Association of Certified Fraud Examiners (ACFE) September 2004-  
Present

Student member of the Information Systems Audit and Control Association (ISACA)  
September 2005- Present

Member of the Accounting Association- Bloomsburg University September 2003-  
December 2005

Volunteer St. Luke's Hospital October 2001- August 2002

- Worked in the gift shop with experience with receiving cash for sales.
- Assisted in the Radiology Department with performing X-Rays.