

Jeffrey J. Bowley

Email: Jeffrey.Bowley@gmail.com

Phone: 856-404-1688

Permanent Address

24 Billingsport Drive
Sicklerville, NJ 08081

Local Address

229 Locust Lane
State College, PA 16801

OBJECTIVE:	To acquire a full-time position in the field of accounting that will enable me to contribute my accounting, managerial, and organizational skills in the daily functions of the business	
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EDUCATION:	THE PENNSYLVANIA STATE UNIVERSITY	University Park, PA
	▪ B.S. Accounting , Smeal College of Business	Expected Graduation: May 2010
	International Business Minor	
	GPA: 3.48/4.0	
	Dean's List: Spring 2007, Fall 2008, Spring 2008	
	CIEE STUDY ABROAD	Barcelona, Spain
	▪ University Pampura Fabra, School of Business	Spring 2009

EXPERIENCE:	JOSEPH W. BOWLEY & COMPANY, L.L.P.	
	CERTIFIED PUBLIC ACCOUNTANTS Blackwood, NJ	May 2009 – Present
	Intern	
	<ul style="list-style-type: none">▪ Performed weekly, monthly, and quarterly payroll functions for clients including tax deposits, quarterly tax forms, and weekly paychecks▪ Entered cash receipts, cash disbursements, reconciled accounts, and made necessary monthly or quarterly adjustments to small business clients▪ Performed analytical procedures and audit program procedures on various review and audit clients along with testing and adjusting of opening balances	
	MOREY'S PIERS Wildwood, NJ	May 2007 - Present
	Guest Services Supervisor	
	<ul style="list-style-type: none">▪ Promoted to a Guest Services supervisor as a result of firm grasp of company policies and strong commitment to customer satisfaction▪ Organized, facilitated, and implemented a training program for 8 associates inclusive of the operation of computer software and role playing in customer service resolutions▪ One of two other associates given the responsibility of opening and closing Guest Services	

LEADERSHIP:	KAPPA DELTA RHO NATIONAL FRATERNITY - Zeta Chapter	
	Treasurer/ Purchasing Agent	August 2007 -September 2008
	<ul style="list-style-type: none">▪ Maintained the financial records of the fraternity house with a budget of over \$100,000 to provide food, utilities, and services to over 40 people▪ Reviewed bills and invoices and ensured they were paid timely▪ Coordinated meetings with financial planners and the brotherhood to determine the house's fiscal spending▪ Assessed and evaluated the necessary needs and wants of the house and purchased goods in a cost saving manner	
	PENN STATE IFC/PANHELLENIC DANCE MARATHON	October 2006 – Present
	Overall & Correspondence	
	<ul style="list-style-type: none">▪ Contributed in raising over \$350,000 over the last three years which has benefited the Four Diamonds Fund to support pediatric cancer care and research▪ Improved a letter solicitation system to collect donations resulting in increased responses▪ In charge of the collection and recording of over 200 donations in the amount of \$15,000 for my organization▪ Coordinating meetings among members and oversaw other members duties were full-filled	

ACTIVITIES:	ACCOUNTING SOCIETY , Member	September 2006-Present
	NJSCPA , Member	Fall 2008-Present