**Liudmila Sokolova**

26 Bay 25th Street, apt. # B, Brooklyn, NY

(973) 873-4656, liudmilasokolova@yahoo.com

**EDUCATION**

**CUNY Brooklyn College – Brooklyn, NY**

Master of Science in Global Business and Finance, September of 2015

**Ural State University named by Maksim Gorkiy – Yekaterinburg, Russia**

Bachelor of Arts in Journalism - 2010

**RELEVANT COURSEWORK**

Accounting Foundations Econometrics

Business Taxation and Compliance Business Management

Managerial Finance Business Statistics

Cost Accounting Financial Accounting

**EXPERIENCE**

**RVY Accounting Services, Inc. – New York, NY**

Accounting Intern, Summer 2015

* Assisted in day by day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation
* Performed general office duties: filing, scanning, mail processing and data entry
* Provided support for the annual audit
* Assisted Accounting Manager with different projects

**Sofa Emergency Furniture Retail Company - Brooklyn, NY**

Administrative Assistant, October 2013 – June 2015

* Performed general office duties and administrative tasks
* Provided telephone support to customers
* Prepared weekly confidential sales reports for presentation to management
* Managed the internal and external mail functions
* Scheduled client appointments and maintained up-to-date confidential client files

**SKILLS**

**Technical Skills**

* MS Office: Access, Excel, Power Point, Word
* Statistical software: R, STATA, SPSS
* Accounting software: QuickBooks

**Languages:**

* Fluent in Russian
* Basic knowledge of Spanish