

# Davian England

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## Summary

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Self-starter, with impeccable drive and motivation. Showcasing the ability to grasp concepts quickly and communicate effectively, while utilizing day to day computer applications to optimize work flow and provides support and the ability to mentor others.

## Education

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Yale University — New Haven, CT  
Bachelor of Science, Mathematics 2015-2018

Southern New Hampshire University — Online  
Bachelor of Science, Accounting *Anticipated Graduation June 2019*

## Activities and Honors

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Yale University Dean's List Fall 16' - 3.63 GPA

Yale University Dean's List Spring 17' - 3.68 GPA

Yale University Dean's List Fall 17' - 3.71 GPA

Southern New Hampshire University Dean's List Fall 18' – 3.58 GPA

## Experience

**Dartmouth College** — Hanover, NH June 2018 to Aug 2018  
**Student in Accounting and Mathematics Summer Program**

**Springhill Suites by Marriott** — Milford, CT Aug 2016 to May 2018  
**Night Auditor**

- Understood the principles of auditing, balancing, and closing out accounts, as well as customer service with hotel guest
- Balance and completed corrections for daily financials
- Ran daily audit through the property management software (PMS)
- Processed daily guest transactions
- Track revenue, occupancy percentages, and other essential statistics
- Ensured accuracy of financial records
- Analyzed computerized financial information

**Tashua Knolls Golf Club & Banquets** — Trumbull, CT Mar 2014 to Dec 2016  
**Human Resources Specialist**

- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Overseeing hiring process, which includes coordinating job posts, and reviewing resumes
- Ensuring new hire paperwork is completed and processed

**The Home Depot** — Fairfield, CT May 2013 to Aug 2013  
**Overnight Freight Team Associate**

- Overnight merchandise stocking and organize the sales floor which created a pleasant and safe shopping environment

- Identified and read vendor packing slips, carrier shipping documents, UPC labels and other receiving documents and comparing to purchase orders to ensure accuracy
- Examined and inspected stock items for defects, reported any damage supervisors
- Handled merchandise and worked with tools with sharp edges

**IST Management Services Inc.** — Monroe, CT  
**Mailroom Clerk**

Jun 2012 to Jun 2014

- Demonstrated flexibility in satisfying customer demands in a high volume, production environment
- Provided high levels of customer care and a friendly, cooperative attitude
- Typed correspondence, filed, copied, data entry, word processing, sent and received faxes, sorted mail and other administrative tasks as assigned
- Maintained all logs and reporting documentation; attention to detail
- Operated mailing, copy, and fax equipment

## **Additional Skills**

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Proficient in Microsoft Excel, QuickBooks (along with the rest of Microsoft Office), and Google Docs