

Amanda Pacheco

SAGE Scholar

- Education** University of California, Berkeley
Bachelors of Arts, Economics, May 2010 Cumulative GPA: 3.47
- Relevant Coursework** Principles of Business, Financial Accounting, Statistics, Calculus, Financial Economics, Microeconomics, Macroeconomics, and International Monetary Economics
- Skill Summary**
- Exceptional problem solving and quantitative skills
 - Strong research and analytical skills
 - Extraordinary organization and attention to detail
 - Excellent Excel, Word, PowerPoint and Summit skills
- Work Experience**
- Patelco Credit Union** San Francisco, CA 06/2008 - 09/2008
Accounting Intern
- Balanced credit union service center, cardholder and terminal adjustments and posted to summit daily
 - Balanced cash usage for 42 branches and 68 ATMs to reconcile with report totals, and investigated discrepancies
 - Computed share break amounts by account type and interest rate daily, and summarized the information into charts weekly
 - Calculated dividends for a sample of monthly and quarterly interest bearing accounts and used them to test computer generated reports for accuracy
 - Reconciled general ledger accounts and investigated outstanding balances
- Lawrence Berkeley National Laboratory** Berkeley, CA 11/2006 - 6/2007
Workforce Diversity Department Intern
- Analyzed workforce representation data and statistics and performed comparative analysis between divisions
 - Conducted research and compiled comprehensive reports; proofread and edited materials for accuracy and completeness
 - Prepared statistical reports for Equal Employment Opportunity requirements
 - Collaborated with the head of workforce diversity to create a spreadsheet model for calculating turnover costs at the Lab
- Canada College** Redwood City, CA 08/2004-05/2005
Math Tutor
- Scheduled consultations with students to review mathematical principles, solve problems, and prepare for tests; scheduled follow up appointments to evaluate clients progress throughout the semester
 - Implemented strategies to accommodate alternative learning styles
 - Researched and designed learning materials to facilitate students in meeting academic goals
- All Quality Construction** Redwood City, CA 11/2003-06/2004
Office Assistant
- Scheduled client meetings, conducted needs assessment and provided information on services
 - Discussed job specifications with owner
 - Researched cost of materials and labor and submitted estimate to owner for approval prior to presenting it to clients
- Honors** National Society of Collegiate Scholars Member, SAGE Scholar