**[Executive Administrative Assistant](https://www.postjobfree.com/resume/ad2uhc/executive-administrative-columbia-md)**

**Location:**Columbia, MD

**Posted:**January 17, 2024

**Contact Info:**

mastalski.mya@gmail.com

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**Subject:**Response to your resume Executive Administrative Assistant

Message 

Job Description (optional) 



Bottom of Form

**Resume:**

?Mya Mastalski

Professor Johnson

Busx-301-013

September 21, 2020

Internship Advertisement

Accounting Assistant - Work for a Growing Organization

Creative Financial Staffing?Gaithersburg, MD?Full-Time

$40,000.00 - $45,000.00 / year

About the Company and Opportunity:

? Our client is a leading manufacturing and engineering organization located in the gorgeous Gaithersburg area!

? This organization was formed over 60 years ago as a family owned business and was recently acquired by a private equity firm. They continue to have a family owned feel, however, they have increased their financial stability.

? They have 5 locations in the United States and are looking to add another location.

? Their clients are reputable, multi-million dollar global companies.

? The Controller is known for fostering a positive environment and for getting employees promoted.

? This organization is technically savvy and encourages employees to grow within the organization.

? The company is known for investing in their employees and promoting from within

? They offer excellent benefits, including: 401K, team member discounts, company-paid healthcare, career advancement, flexible spending account, and highly competitive base salaries

Overview of the Accounting Assistant role:

? The Accounting Assistant will process accounts payable for the 5 locations including 3 way matching of the invoices

? Prepare weekly check runs

? Generate invoices for customers

? The Accounting Assistant will process employee expense reports along with calculating commissions

? Post vendor payments and handle cash applications

? Prepare bank deposits

? The Accounting Assistant will reconcile bank statements

? Assist the Controller with month end closing activities such as ensuring all outstanding invoices are paid, posting payments, and creating and an aging report

Preferred Qualifications for the Accounting Assistant:

? General Accounting, AP or AR experience

? Attention to detail

? Associate's degree is a plus

? Manufacturing or distribution experience a plus

Mya Mastalski

Arnold, Maryland 21012 Email: mastalski.mya@gmail.com

September 21, 2020

Creative Financial Staffing

Gaithersburg, MD 20878

RE: Accounting Assistant

Dear Hiring Manager,

Recently, I have learned of the Creative Financial Staffing?s opening for a new Accounting Assistant and I am responding with hopes of being able to interview for this role. I feel that I have the skills to provide well communication throughout the office, I have good organization skills, problem-solving skills, leadership skills, and I work well in a group task.

Throughout school so far, I have been enrolled in accounting classes that focus on account payables and account receivables. I received an ?A? in my Financial Accounting class and I currently am enrolled in a Managerial Accounting class that I currently have an ?A? in as well. These classes have helped me gain a great amount of knowledge in this part of the field. I pay attention to detail when working on an assignment at hand. In addition, I currently have my Associates of Arts degree that I got from Anne Arundel Community College and now working on my bachelor?s degree in Accounting at Towson University.

I strive to maintain accuracy and consistency in the work or task I must complete, whether it is with a team a people working on a project or myself. Additionally, I communicate well with fellow colleagues and I work well with clients through customer service. I have worked in a smoothie shop, and a salon that deals with customer service for 5 years now and I feel that I have excelled in being able to communicate with a client in a professional manner.

I would like to request an interview with your company. I feel that this company would be a great fit for me ad would help me expand my knowledge in accounting. You can contact me through my email: mastalski.mya@gmail.com. Thank you for your time to look over my letter and resume that I have attached to this letter.

Sincerely,

Mya Mastalski

Mya L. Mastalski

1285 Baltimore Annapolis Boulevard

Arnold, Maryland

315-313-9048

E-mail: mastalski.mya@gmil.com

OBJECTIVE: To obtain an Accounting internship that uses customer service, accounting knowledge, and communication skills

EDUCATION:

August 2020 Towson University Towson, Maryland

To present Candidate for Bachelor of Arts degree in December 2022,

Majoring in Accounting

? Degree courses include Managerial Accounting, Business Communications, Microeconomics, and Legal Studies of Business

August 2018 Anne Arundel Community College Arnold, Maryland

To May 2020 Earned Associates of Arts degree in May 2020,

Major in Transfer Studies

? Degree courses include Financial Accounting and Macroeconomics

EXPERIENCE:

February 2018 The Park Salon and Barber Severna Park, Maryland

To present Receptionist/ Shampoo Tech

? Run the front desk, make appointments, answer phone calls, and server customers

? Manage store Inventory and ordering supplies

? Shampoo clients for the stylists

July 2017 Smoothie King Severna Park, Maryland

To January 2018 Shift Lead

? Was the lead for each shift

? Made smoothies for the customers who came in

? Counted supplies and drawer at the end of shift

Mya Mastalski

1285 Baltimore Annapolis Boulevard

Arnold, Maryland

315-313-9048

mastalski.mya@gmail.com

Objective

To Obtain an accounting internship that uses customer service, accounting knowledge, and communication skills

Education

Bachelor of Arts, Majoring in Accounting August 2020- Present

Towson University- Towson, Maryland

Candidate for Bachelor of Arts degree in Accounting and graduating in December 2022

? Degree courses include Managerial Accounting, Business Communications, Microeconomics, and Legal Studies of Business

Associates of Arts, Transfer Studies August 2018- May 2020

Anne Arundel Community College- Arnold, Maryland

Earned Associates of Arts degree in May 2020, Majored in Transfer Studies

? Degree courses include Financial Accounting and Macroeconomics

Experience

Front Desk/ Shampoo Tech February 2018- Present

The Park Salon and Barber- Severna Park, Maryland

? Run the front desks, answer phone calls, make appointments, and server customers

? Shampoo customers for stylists

? Manage store inventory and ordering supplies

Shift Lead July 2017- January 2018

Smoothie King ? Severna Park, Maryland

? Shift Lead

? Shift lead for each shift and made smoothies for customers

? Counted supplies and drawer at the end of the shift

September 21, 2020

Mya Mastalski

Arnold, Maryland 21012

Dear Hiring Manager,

I just wanted to thank you for your time to interview me. It was a pleasure getting to know more about your company, the position that I interviewed for, the talent in this company, and your expertise during this job interview. It has truly been a pleasure to be able to be interviewed for this job position as Accounting Assistant.

This interview helped me understand everything that you are looking for in this job position, and what you look for in your employees to make this company a successful company. You were very informative with the answers you had to the questions I asked about the job. This was a great opportunity for me to be able to get an interview with your company. I just wanted to follow up on a question that I have about traveling. Does this company require its employees to travel or is it a company where traveling is not necessary?

I just wanted to say that I was excited and honored to be picked for an interview and had the opportunity to interview with you. It was a great pleasure. Here is my contact information just in case you had any other questions for me. My email is mastalski.mya@gmail.com and my phone number is (315)-313-9048. Thank you again for this opportunity.

Thank you,

Mya Mastalski