

DYLAN P. REYNOLDS

2355 Marshall Drive Valparaiso, IN 46385 | 219-309-4590 | dylan.reynolds@vaipo.edu

SUMMARY

Pursuing an internship and possible career with a financial or retail institution where I can practice and expand my accounting and management skills. Interests include, but are not limited to, financial accounting, cash services, financial market analysis, or accounts payable. Upon graduation in December 2016, will have earned a Bachelor of Science Degree in Business Administration with a focus in Accounting. Able to communicate effectively with colleagues, faculty, and management. Able to meet deadlines and budget time and resources effectively. Have experience with retail inventory, purchase orders, and new hire training.

COMPUTER SKILLS

- SAP, Quickbook, FASB Codification
- Microsoft Excel, Word, Powerpoint,

EXPERIENCE

- 6/4/08-5/11/2011 Caterer, *Valparaiso University Dining Services, Valparaiso, IN*
- Performed all duties associated with catering large events, including student meals, student events, and booked events such as weddings and banquets.
- 6/3/2013-Present Inventory Clerk, Baker, *Strack & Van Til Central Bakery, Valparaiso, IN*
- Responsible for receiving supplies, including food and support products, for this mass production facility which provides baked goods to all of its chain stores including, Strack & Van Til, Town & Country, and Ultra Foods supermarkets. Reconcile goods received against orders placed.
 - Bake majority of pastries and breads for this central bakery.

EDUCATION

- August 2013-present Valparaiso University, Valparaiso, IN; GPA 3.05; BS in Business Administration with emphasis on Accounting, December 2016.
- August 2011-October 2012 Edinboro University, Edinboro, PA; 4.0 GPA; Secondary Education Major, Mathematics; changed majors to Business with a concentration in Accounting.
- June 2011 Valparaiso High School, Valparaiso, IN; Core 40 Diploma with Distinction