

# Stephen Taylor

steve@srtwebsites.com

Resume with phone, personal email, and home address available upon request.

## EDUCATION:

**Chapman University - Bachelor of Science – Orange, CA** *Graduation 5/10*  
Dean's Scholar, Accounting & Business Administration Double Major, Finance Emphasis  
GPA: 3.4 Major, 3.3 Overall – CPA Pathway 2

## WORK EXPERIENCE:

**Treasurer and Event Organizer – San José Redevelopment Agency – San José, CA** *5/09 – 8/09*

- Coordinated summer festival for local business association and managed \$50,000 budget.
- Obtained city permits, worked with festival participants, and organized all vendors and sponsors.

**Administrative and Technology Assistant – Chapman University – Orange, CA** *3/08 – 5/09*

- Logged and distributed expense reports, cash reimbursements and performance reviews.
- Participated in university events, created flyers and managed business school inventories.
- Set appointments, delivered messages, and distributed mail for business school staff.
- Worked with Academic Technology department to generate online materials for university.

**Intern – San José City Councilmember Pete Constant – San José, CA** *5/08 – 8/08*

- Met with association members to create web content and discuss community event logistics.
- Held neighborhood association meetings to plan organization growth and create websites.
- Communicated with volunteers to design promotional materials for city fundraisers.

**Marketing Intern – Susie Vanderlip, Motivational Speaker – Orange, CA** *8/07 – 2/08*

- Organized events for drug and alcohol prevention with non-profit organizations.
- Managed event logistics and handled amounts up to \$10,000 to coordinate arrangements.
- Designed and wrote blog, contributed to monthly newsletters and set up speaking engagements.

**Cash Control Auditor – Gilroy Gardens Theme Park – Gilroy, CA** *5/07 – 8/07*

- Prepared morning cash packets and distributed them to 150 employee stations.
- Created end-of-day computerized cash reports of up to \$6,000 per register.
- Conducted daily higher-security collections and audits for 25 select park stations.
- Maintained \$20,000 daily vault money supply and verified credit card system reports.

## LEADERSHIP:

**Director at Large – Chapman Accounting Society** *12/08 – present*

- Participate in Associated Students meetings and events as representative of the Society.
- Organize events, create flyers and moderate the social networking group.

**Chapman University Becker CPA Representative** *5/09 – present*

- Plan Becker campus recruiting for accounting majors and make class announcements.
- Inform students of CPA exam requirements and Becker course scheduling.

**Webmaster – Various Organizations and Small Businesses** *7/07 – present*

- Create shopping carts and online inventory databases for merchandise and subscriptions.
- Examples available at personal website, <http://www.srtwebsites.com>.

**Eagle Scout – San José Troop 290** *2005*

## TECHNICAL SKILLS:

- Proficient with Intuit QuickBooks and Microsoft Office, including Excel and Access.
- Spanish reading, writing, and translation fluency.