

Jeffrey Allen Semon

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Warren, OH

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PROFESSIONAL PROFILE

CPA Candidate with 1 year of Accounting experience with MS in Accounting and Information Technology from top 1% global university. Demonstrable plan for passing the CPA exam supported by previous Becker DeVry review. I have 4 years of project management experience, am also pursuing CAPM certification and am a member of the Project Management Institute looking to upskill as a project manager.

DEGREES

Master of Science in Accounting and Information Technology – May 2012

University of Maryland Global Campus – Adelphi, MD

- Worked in virtual teams and projects in a request for proposal, tax research, and AIS updates & development.
- Research in Systems Analysis & Design, Governmental Accounting, Information Systems Management and Integration, and Computer Security, Hardware Assurance, & Security Management.
- Practiced scheduling management discipline to stay ahead with efficient delivery of projects, research, daily deliverables, and professionalism.

Bachelor of Science in Business Administration - Accounting - May 2009

Youngstown State University - Youngstown, OH

Interdisciplinary focuses include the following:

- CPA core in Accounting with discipline in Computer Science & Information Systems focusing on logic, algorithm design, software development and STEM skills orientation for technology and engineering.

SKILLS

Leadership, Decision Making and Critical Thinking

- Certified in Soft Skills from top 1% global university [RIT with Leadership](#) utilizing experiential learning of student life experiences on the job and personal to include decision behaviors into all aspects of work and personal leadership and in depth critical thinking analysis of work and life skill examples.

Technology Leadership

- Worked on volunteer IT project management engagements to lead with technology deployment and consultations with COTS packages.
- Certified with top 1% global university [Cornell in Technology Leadership](#) for refinement of volunteer skills and industry related development for IT graduate degree.

Microsoft Excel

- Worked on professional budget with General Motors Marketing Internship program with YSU formulating spreadsheet for final project capstone presentation.
- Worked with Kent State University Workforce Development Program in advanced Excel certification resulting in Excel proficiency.
- Worked with spreadsheet cleansing and data reconstruction with Excel with Marcum Technology to service auditors for financial statement preparation for analysis.

Organizational

- Developed physical organization, setting priorities, setting goals, time management, teamwork, delegation, and attention to detail in project management, operations, customer service and sales.

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RELEVANT PROJECT MANAGEMENT EXPERIENCE

Intern – Institute of Electronics and Electrical Engineers - 2021

Virtual

- Program development where I assisted with project management utilizing skills for professional development such as teamwork, team leadership, team motivation and self-confidence, which are cross functional team duties.
- Built project schedule with supervisor as team leader to facilitate project schedule with other volunteers to make sure their work was complete, on time and moving forward on schedule.
- Led volunteers in teams for maintaining project schedule and managed with supervisor for efficient processing of operations of project while keeping volunteers under my leadership within project scope.

Consumer Fulfillment Specialist and Assistant Manager – Ace Hardware – 2000 -2001

- Worked as a assistant manager and people manager solving problems in projects on sales floor with employees in teams.
- Worked on skills for initiating projects, analyzing stakeholders, identifying goals, defining objectives, gathering requirements, identifying deliverables and success criteria and addressing assumptions and risks for daily DIY projects on small to medium scale projects.
- Worked with agile philosophies with consumer projects for service and product deliverables by practicing importance placed on people and interaction, customer collaboration and expected welcome changes to capitalize the project and business with best practices for achieving excellence.
- Practiced the agile lifecycle of envision > speculate > explore > adapt stages with select projects daily to achieve customer goals.

Intern – General Motors Marketing internship – 2000

- Software utilization consisted of managing finances and presentation with Microsoft Excel spreadsheet development.
- Cross functional project work consisted of creative ideation for other departmental goals.

Sales Operations Specialist – Trumbull Electric Supply – 1999 – 2000

- Supervised sales desk operations to develop business expertise for operational management and it's relationship to projects.
- Worked with outside sales office to service projects for industrial, commercial and residential projects with contractors as stakeholders on projects of all scales.
- Participated in major contracts on multi site projects with multiple logistics channels for delivery of products to job sites for project coordination assisting project managers.

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RELEVANT TRANSFERABLE EXPERIENCE

Generalist Colleague – Macy's – 2022 - Current

Niles, OH

- Specializing in customer service and sales.
- Cultivated and learned sales process development, sales strategy and sales effectiveness by practicing sales techniques like upselling via all consumer channels with sales strategies online and in store with individualized distribution channels respectively,
- Exploration of entrepreneurship with [certifications](#) from [Macy's Guild program](#) with Cornell in [Innovation Strategies](#) and [Digital Transformation](#) to support my CSIS undergraduate discipline and graduate IT degree as well as to innovate my blue sky activity Horizons for potential incorporation.
- Learned allyship, organizational culture, self-confidence, issue management, interpersonal communication and teamwork from DEI initiative to bolster people management skills and employee soft skills.

Engagement Support Specialist – Marcum Technology - 2022

Virtual

- Data Solutions Analyst primarily in audit support role responsible for work such as data cleansing and spreadsheet creation.
- Preparation of the data is utilized to construct financial statements and other relevant accounting data solutions in Excel for use by field auditors, external clients and internal clients.
- More roles include Independence monitoring for SOX compliance for best practice and journal entry preparation for the detection of fraud as well as other desired detection flags for the audit.

Logistics and Operations Colleague – Macy's – 2019 – 2021

North Jackson, OH

- Cultivated team motivation, self confidence and accountability by consistently turning out some of the best Six Sigma results in the country with the cheery and friendly team at Macy's Bailey Road.
- Maintain dock operation efficiency standards by unloading or loading freight expediently.
- Maintains an attitude of excellence for Six Sigma productivity standards and gets the job done every shift without question under the supervision of military veterans of the US Air Force and US Army..

Retail Floor Renovation Personnel – Family Dollar - 2017 – 2018

- Utilized project deadlines for accountability to management to deliver regional project delivery dates for stores to maintain product rollout at all locations in teams.
- Practiced project management teamwork and accountability.