**Jaleesa Irving**

185 Biltmore Avenue

Elmont, NY 11003

(516)509-3485 jirving@lions.molloy.edu

EDUCATION

**Molloy College,Rockville Centre, NY**

**Business Honors Program**

**Liberal Arts Honors Program**

* Bachelor of Science in Accounting, Achieved in May 2018

EXPERIENCE

TranSubro, Inc. Elmont, NY

Claims Clerk and Paralegal Claims Specialist

May 2015-Current

* Calculate amount of claim
* Contact insured or other involved persons to obtain missing information
* Organize work and create computer files
* Prepare and transfer documents to insurance companies, clients, and adverse parties
* Prepare documents for arbitration through Arbitration Forums

Home Depot Elmont, NY

Cashier

September 2014-August 2015

* Process all transactions via credit, debit, check and cash
* Work with customers providing excellent customer service

Pizza Hut Queens Village, NY

Cashier

February 2014-September 2014

* Process food orders
* Maintain a clean working environment
* Handle all customer transactions

**Ernst & Young Jericho, NY**

Accounting Intern

July 2016-August 2016

* Work in a team environment

**ACTIVITIES & VOLUNTEER WORK**

* Discover EY Conference
* Salzburg Global Seminar (Austria)
* Garvies Point Museum & Preservation
* MS Walk
* Movement of the Children’s Dance Center
* Senator Jack Martin’s Dr. MLK Award
* Network and build relationships with employees

and business leaders

* Perform tasks in a speedy manner

**COMPUTER SKILLS**

* Microsoft Word, PowerPoint, Excel, Outlook, ProLaw Software

**REFERENCES**

* Tania Lawes (516-445-0102)