

Maryam Qedwai

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EDUCATION:

Cypress College, Cypress, CA

Associate of Science in Business Administration 2.0

Obtained: 2025

California State University, Fullerton, CA

Estimated Graduation: Fall 2027

Concentration: Accounting

- Completed coursework: Financial Accounting, Managerial Accounting
- Aspiring CPA

EXPERIENCE:

CORE Academy, Santa Ana, CA

JANUARY 2019 – MAY 2021

Volunteer

- Assisted in organizing and coordinating events.
- Supported financial tracking for fundraising events, including bake sales and art fundraisers.
- Recorded transactions, monitored inventory, and ensured accurate recordkeeping.
- Performed administrative tasks such as scheduling, data entry, and correspondence
- Strong attention to detail and ability to manage multiple responsibilities in a fast-paced environment.

SKILLS:

Microsoft Excel

Accounting Fundamentals (Double-Entry, Accounting Cycle)

Data Entry & Recordkeeping

Organization & Time Management