

Jessica Butchko
butchkojessica@gmail.com

Education

New Mexico State University, Las Cruces, NM: May 2009

Bachelor of Accountancy, Major: **Accounting**, Minor: **Economics**

Bachelor of Business Administration, Major: **General Business**

Overall GPA: 3.52/4.0

Experience

Band I Auditor, Government Accountability Office, DC, 06/09- present

- Statement of Social Insurance- consolidated and CMS

HPA Accountant Co-Op, Texas Instruments, Dallas, TX, 08/08-12/08

- Completed monthly close responsibilities for HPA-Support
- Implemented TICA to 700+ HPA engineers
- Began monthly actual reviews with HPA-Support business entities
- Reviewed cell phone costs and created document to assist in reducing costs

Financial Auditor Intern, Government Accountability Office, DC, 05/08-08/08

- Involved member of team formed to audit the use of Economic Support Funds for Iraq Reconstruction projects
- Led team meetings to discuss and explain data extracts, analysis and conclusions
- Prepared written statements regarding data analysis and conclusions
- Participated in meetings with agency officials

Tax Intern, Beasley, Mitchell and Company, Las Cruces, NM, 02/08-04/08, 02/09-04/09

- Prepared tax returns using Ultra Tax software
- Completed finish work for senior staff and partners' returns

Accounts Payable Specialist, Sun Healthcare, Albuquerque, NM, 05/07-01/08

- Decreased 50% of invoices sent back from internal audit
- Created system to contact facilities in more efficient manner
- Prepared and processed invoices for payment

Tax Preparer, Kemp, Murrell and Company, Las Cruces, NM, 02/07-04/07

- Completed tax forms for individuals (1040s) using Lacerates tax software

Activities/Honors

- Associated Students of NMSU, College of Business Senator, Fall 2007- Spring 2008
 - Delegate for Conference of Student Government Associations, Spring 2008
- College of Business Student Ambassador, Spring and Fall 2007
- Delta Sigma Pi Professional Business Fraternity, Spring 2006- Spring 2009
 - Vice President of Chapter Operations, Spring 2008
 - Vice President of Community Service, Fall 2007
 - Vice President of Pledge Education, Spring 2007
- National Society of Collegiate Scholars
- Phi Eta Sigma Honors Fraternity
- Who's Who Among Students in American Universities and Colleges