

# KELSEY BUCHER

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**OBJECTIVE:** To obtain a position in a management development program that will prepare me for a managerial position in the accounting department of a hotel.

## EDUCATION

### **Boston University, Bachelor of Science in Hospitality Administration**

- Expected Graduation: December 2009
- Cumulative GPA 3.94 out of 4.0
- Dean's List: Spring 2007, 2008, 2009
- 2008 J. Willard Marriot Memorial Scholarship Recipient
- 2008/09 HFTP-NE Student Scholarship Recipient

## RELATED COURSEWORK

- Introduction to Financial Accounting
- Managerial Accounting for Hospitality
- Hospitality Finance
- Introduction to Microeconomics
- Introduction to Macroeconomics
- Applied Mathematics
- Statistics I
- Asset Management

## RELATED PROJECTS

### **Restaurant Business Plan**

- Responsible for financial component of team's business plan for restaurant concept: projected sales forecasts, wages and salaries expenses, and income statement for restaurant's first year of operation

### **Hospitality Finance Team Investment Proposal**

- Team leader for financial comparative analysis of Southwest Airlines and AirTran Airways
- Analyzed past financial statements and ratio analysis, forecasted balance sheets, income statements, and stock valuations for three years in the future, and made a proposal of the better investment based on the findings

## RELATED EXPERIENCE

### **Accounting Intern at Four Seasons Hotel Boston**

**Boston, MA**

**Fall 2009-present**

- Accounts Receivable and Guest Billing
- Compile group billings according to group resume and contract details
- Reconcile incorrect charges to group and individual guest accounts

### **Teaching Assistant at Boston University's School of Hospitality Administration**

**Spring 2009-present**

- Conduct tutoring sessions following professors' lectures for HF310 Managerial Accounting for the Hospitality Industry and HF410 Hospitality Finance
- Ensure the students' understanding of financial statement analysis and interpretations, inventory valuation methods, ratio analysis, Cost-Volume-Profit analysis, forecasting, cash budgeting, discounted cash flow, stock and bond valuation, cost of capital, and capital budgeting

## OTHER EXPERIENCE

### **Higher Education Intern at ARAMARK**

**Charlottesville, VA**

**Summer 2009**

- 10-week rotational internship incorporating coffee operations, catering and sales operations, kitchen production, menu development, retail dining, human resources, residential dining, and accounting
- Assisted in residential dining themed meal planning by creating ideas for decorations and menu development within the themed meal budget
- Co-drafted a new Personal Leave of Absence procedure for the components of the University of Virginia account

### **Server at Catering on the Charles at SMG**

**Boston, MA**

**2007-2009**

- Set-up of meeting and banquet rooms according to event sheet
- Served cocktail and plated dinner events and ensured guests' needs are met

### **Server at Legal Sea Foods**

**Boston, MA**

**Summer-Fall 2008**

- Interacted with guests and provided exceptional dining experiences
- Recommended food items and wine pairings based on customers' past likings
- Assisted in set-up and closing side duties
- Promoted to private dining service after three months of employment

### **Clubs and Events Intern at University of Technology**

**Sydney, Australia**

**Spring 2008**

- 8-week Intern Abroad Program
- Project management for university's student activities office
- Assisted in the planning, marketing, promotion, and execution of events on campus
- Planned and organized Clubs Cocktail Party within given budget

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## **Server at Portage Country Club**

**Akron, Ohio**

**2006-2008**

- Served for special events such as weddings and holiday parties, private business meetings, and daily a la carte lunch and dinner
- Trained new employees in menu knowledge, formal serving etiquette, and POS system
- Awarded Portage Pride Award in recognition of dedication and service excellence

## **SOCIETIES AND ACTIVITIES**

### **Member of Gamma Phi Beta Sorority, Boston University**

**2007-present**

- Scholarship Chairwomen 2008-2009
- Provided tutoring and academic advising to chapter members during fall and spring semesters

### **Member of Order of Omega, Boston University**

**2008-present**

- Treasurer 2008-2009
- Created organization's budget and maintained financial stability

### **Member of Boston University's Synchronized Swimming Team**

**2006-2007**

### **Akron Children's Hospital Volunteer**

**2002-2005**

## **SKILLS**

Knowledge of Microsoft Word, Excel, PowerPoint, Outlook, OPERA PMS, and MICROS POS  
Proficient in Spanish Language