

Michael Anthony Davila II

1709 Bahama Drive – Key West, FL 33040 – (305) 301-5586

KWMDavila@gmail.com

EDUCATION

High School - Key West High School, Key West, FL

- Graduated in 2010 in the top ten percentile of my class

Undergraduate - Florida Gulf Coast University, Fort Myers, FL

- Bachelors of Science Degree in Accounting, Graduated May 10, 2014
- Received a letter from the Dean and put on the Dean's List

Graduate School - Florida Atlantic University, Boca Raton, FL

- Currently enrolled in the Masters of Accounting Executive Program with a Concentration in Forensic Accounting
- Will graduate in the Summer of 2016

RELATED EXPERIENCE

Oropeza & Parks CPA's, Key West, FL Reference: Scott Oropeza, Senior Partner/Founder

Staff Accountant February 2015 through Present

- Prepared tax returns for Individuals, Partnerships, Corporations, and Trusts etc.
- Assisted in audits of other companies by preparing files and receiving information from the entities
- Worked in QuickBooks reconciling bank statements, entering journal entries, and keeping records

Monroe County Sheriff's Office, Key West, FL Reference: Jill Cranney-Gage, Assistant Director

Finance Assistant I August 2014 through February 2015

- Responsible for organization of all files, meetings, events, etc. that the Finance Division encountered
- Entered all cash receipts for the organization into the general ledger using the software Fundware
- Cut all checks for the organization's various accounts and maintained the filing for the vendor accounts

Historic Tours of America, Key West, FL Reference: Ben McPherson, Chief Financial Officer

Finance Department Intern Seasonally from June 2009 through August 2012

- Assisted the Accounts Payable Department in recording and paying invoices using software such as JD Edwards
- Worked alongside the Controller in preparation of budgets
- Operated as a courier when delivering items of importance to and from different offices

OTHER RELATED SKILLS

- Proficient with Microsoft Word, PowerPoint, and Outlook; Familiar with Excel
- Familiar with QuickBooks

CAMPUS AND COMMUNITY INVOLVEMENT

- Association of Certified Fraud Examiners (ACFE) – Associate Member
- Accounting Society – Student Chapter
- The Association of Accountants and Financial Professionals in Business (IMA) – Student Chapter
- Fifth Street Baptist Church, Key West, FL