

Allyson Mecca

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Education

- University of Pittsburgh, Joseph M. Katz Graduate School of Business** Pittsburgh, PA
Master of Business Administration, Professional MBA Program Fall 2017
Concentration: Corporate Finance
- University of Pittsburgh, College of Business Administration** Pittsburgh, PA
Bachelor of Science in Business Administration April 2014
Major: Finance Cumulative GPA: 3.2
Minor: Economics Honors: Dean's List
- Pitt in London Study Abroad Program** London, UK
Completed coursework in Finance and Economics September 2012 – December 2012

Professional Experience

- Interpublic Group – FCB New York** New York, New York
Financial Analyst October 2016 – June 2017
- Created and adjusted yearly expense budget along with its multiple monthly/quarterly rephases
 - Assisted in monthly, quarterly, and year end closes by inspecting Profit & Loss statement, comparing actuals to budget, and making adjustments by communicating with company staff accountant
 - Wrote the close commentary each month and fielded questions from the area controller about variances
 - Worked with the Finance Director and CFO on departmental budgets, intercompany costs analysis, and various ad hoc finance related matters
- Accounting Coordinator* February 2015 – September 2016
- Adjusted budgets during the quarterly and yearly budget processes by extensively using Microsoft Excel and company specific SAP programming
 - Assisted company Finance Director during close processes by inspecting the Profit & Loss statement and creating necessary journal entries
 - Distinguished between general ledger accounts to ensure expenses are coded properly while performing accounts payable duties
- Karen Rand Associates** New York, New York
Staff Accountant June 2014 – January 2015
- Utilized QuickBooks and Sage 50 (Peachtree) Accounting software to keep track of clients' accounts, properly record expenses, and make adjusting journal entries
 - Composed and sent invoices for purchase orders/ services rendered on behalf of clients, as well as paid invoices
 - Kept track of expenses by frequently reviewing the Balance Sheet and Profit and Loss Statement and derived individual client budgets upon analysis
- Holiday Inn Kensington Forum** London, UK
Finance Intern September 2012 – December 2012
- Helped the Revenue Cluster Manager input data for the 5 different Holiday Inn London properties using Access and Excel and calculated revenue in millions for each month using meeting room rates
 - Worked with SSRS (SQL Server Reporting Services) reports coming into the office and updated information in the hotel's IBP (Integrated Business Plan)

Additional Skills

- Advanced experience with SAP and Longview software
- Advanced Excel experience (including Pivot Tables, VLOOKUP formulas, and Analysis for Excel)