

Hailey Singh

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EDUCATION

Pace University, Lubin School of Business
Bachelor of Business Administration (BBA)- Certified Public Accounting (150 credit) New York City, NY
May 2026

Valley Stream Central High School Valley Stream, NY
June 2021
Diploma
GPA: 3.6 90.69%
National Honor Society
Principal Honor Role

Work Experience

Boston Market, American Restaurant, Valley Stream, New York October 10, 2019

Server/Cashier

- Worked 5-6 hours 4 day out of the week in a fast past environment.
- Took an average of 60 orders per day, got the meal and side dishes ready.
- When we were low on staff, I would ring the customer up.
- When business was slow, I would do small tasks in the back such as packaging foods and condiments and organizing the refrigerator.

ACTIVITIES / VOLUNTEER WORK

- Lubin Business Association (Pace Pleasantville Campus)
- The Accounting Society (Pace Pleasantville Campus)
- Beta Alpha Psi, Chair of Special Events

SKILLS

- **Technical:** Microsoft Office Suite (Word, Excel, PowerPoint)
- **Language:** ASL proficiency
- Motivated to be active in the community
- Prepared to take on new and difficult tasks
- Detailed-oriented, effective in organizing my work in a coherent manner
- Professional communication skills
- Generate ideas that can benefit my firm as an award-winning, successful firm.
- Operate efficiently under pressure and in fast past situations.

INTERESTS

- International Travel
- Being a prominent member of Pace University
- Being help to high obligations and trusted within faculty

