

MELISSA KORNBLAU

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EDUCATION

SAN FRANCISCO STATE UNIVERSITY, San Francisco, CA.

Pursuing a Masters of Public Administration with a concentration in Public Policy, expected graduation date: Dec. 2008.

Cumulative GPA: **4.0/4.0**.

- Relevant Coursework: Applied Public Finance, Managing Budgets in the Public Sector, Microeconomic Analysis, Policy Analysis, Practicum in Program Evaluation, Politics of Policymaking and Implementation, Research Methods and Data Analysis I and II.
- Member of Pi Alpha Alpha, the national public administration honorary society.

UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA.

Graduated *magna cum laude* with a Bachelor of Arts in English and a Minor in French, May 1999. Cumulative GPA: **3.73/4.0**.

- Dean's List 1998 - 1999, 1995 - 1996, Golden Key National Honor Society.
- Semester abroad, spring 1998, at King's College, London. Studied English language, literature and theater.

PROFESSIONAL EXPERIENCE

SAN FRANCISCO STATE UNIVERSITY, San Francisco, CA.

RESEARCH ASSISTANT TO PROFESSORS KATHERINE NAFF AND SUHO BAE

Sept-Dec 2008

- Utilized NVIVO to aid in content analysis including importing into the program and coding.
- Completed literature review on state and local Medicare spending.
- Edited and revised professors' papers.

POPULATION REFERENCE BUREAU, Washington D.C.

DOMESTIC PROGRAMS INTERN

Jun-Aug 2008

- Imported U.S. Census and American Community Survey data to Excel and SAS to calculate city and state-level statistics for various indicators of child well-being to be used on Kids Count website.
- Wrote programs for SAS to read and analyze Census data.
- Calculated standard errors for indicator data.
- Wrote web-articles and bulletins for the organization's web-site and publications on urbanization, HIV/AIDS and Social Security.

AUTODESK, San Rafael, CA.

SALES TAX ANALYST

Part-time Contractor

2006 – 2008

Full-time Employee

2005 – 2006

- Prepared and filed monthly sales tax returns for over 50 states and localities.
- Researched sales tax regulations and ensured the company was in compliance.
- Audited and reconciled sales and use tax accounts quarterly, prepared reconciling journal entries as necessary.
- Prepared for audits by analyzing accounts, running reports and gathering documentation.
- Supported the order-entry department in a timely manner by entering tax exemption certificates and responding to inquiries.

SMITH & HAWKEN, Novato, CA.

GENERAL LEDGER ACCOUNTANT

2003 – 2005

- Prepared month-end closing entries and reconciliations for various accounts including prepaid and accrued expenses, fixed assets, rent, sales tax accounts and others.
- Managed fixed asset database and reconciled and reported on monthly capital additions.
- Prepared and filed monthly sales tax returns for 23 states.
- Prepared property tax returns for over 40 locations and handled all business license needs for over 55 locations.
- Solely responsible for handling sales tax audits including collecting all relevant documentation, meeting with auditors and ensuring that processes for tax collection and exempt sale documentation were followed and correct.

SALES AUDIT CLERK**2002 – 2003**

- Prepared the Daily Sales Report and audited previous day's sales from all stores.
- Responsible for researching and resolving all chargeback issues for credit card companies.
- Maintained spreadsheets for all sales audit functions, reconciled credit card payments, prepared bank deposits, swept company's bank accounts, issued gift cards and addressed customer inquiries into credit charges.
- Worked with stores to resolve customer service issues and transaction problems and provided general support.

NELSON STAFFING SOLUTIONS, Petaluma, CA.**TEMPORARY EMPLOYMENT****2001**

- Filled various temporary office positions including accounting support specialist and receptionist.

DEPARTMENT OF PARKS AND RECREATION, New York, NY.**CAPITAL PROJECTS COORDINATOR****1999 – 2000**

- Supervised all capital construction in Brooklyn with a team of three.
- Responsible for allocating approximately six million dollars worth of funds to projects for the fiscal year, personally oversaw three requirements contract lines of \$500,000 to \$700,000 each.
- Surveyed parks, made cost estimates and wrote work orders.
- Supervised progress of jobs, represented the borough at inspections, wrote inspection reports, acted as agency liaison with contractors and handled problems and complaints from the public.
- Wrote grant proposals and coordinated quarterly submittals to the City Parks Foundation from Brooklyn Parks.

PROFESSIONAL DEVELOPMENT**UNIVERSITY OF CALIFORNIA AT BERKELEY EXTENSION, San Francisco, CA. - *Financial Accounting*, Spring 2004.****SANTA ROSA JUNIOR COLLEGE, Petaluma, CA. - *Computerized Bookkeeping and Accounting 1*, Fall 2001.****Classes in- Advanced Excel, Crystal Reports Writer for FAS, PTMS Training.****SKILLS AND ACTIVITIES****Software:** Advanced Excel and Word, PowerPoint, SPSS, SAS, NVIVO, SAP, AS400, Vertex Sales Tax Returns, FAS Asset Accounting, PTMS Property Tax Software.**Languages:** Proficient in French, intermediate Spanish.**Interests:** Current events, politics, languages, traveling, music, physical fitness, meditation and experiencing life.