

Permanent Address:  
1161 Waterford Cut  
Crystal Lake, IL 60014

# CONNOR BUCKNER

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Current Address:  
214 W Willow St Apt 35  
Normal, IL 61761

## EDUCATION

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**Illinois State University** Normal, IL  
*Bachelor of Science in Accounting*  
*Bachelor of Science in Business Information Systems*  
**GPA: 3.7/4.0**

CPA Eligible: *May 2022*  
*August 2017-May 2022*  
*August 2017-May 2022*

## PROFESSIONAL PRACTICE

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### Staff Accounting Intern

*Ortho Molecular Products*

**Lake Barrington, IL**

*May 2019-August 2019*

- Prepared bank reconciliations for national and international accounts weekly
- Submitted completed AP accrual reports to upper management before closing monthly
- Posted and prepared all cash deposit journal entries daily totaling upwards of \$150,000
- Analyzed financial statements with the Controller monthly to ensure compliance with GAAP

### Reporting Analyst Intern

*Ortho Molecular Products*

**Woodstock, IL**

*May 2018-August 2018*

- Collected and analyzed business data to help drive strategic decisions within the business solutions department
- Analyzed and updated current data sets within Excel concerning new product movement
- Distinguished, sorted, and merged duplicate customer accounts and leads within CRM to improve efficiency

### Supply Chain Analyst Intern

*Aptar*

**Cary, IL**

*June 2017-August 2017*

- Updated Excel spreadsheets on a weekly basis with SAP data to calculate purchase price variance of raw materials
- Developed a dynamic gross income table and scorecard for each individual sales representative
- Presented agendas and product information at weekly sales team meetings using Microsoft PowerPoint

## ORGANIZATIONS & ACTIVITIES

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### Vice President of Finance

*Professional Business Fraternity Alpha Kappa Psi*

**Normal, IL**

*May 2019-Present*

- Create a master budget for the 2019-2020 school year in order to allocate roughly \$10,000 per semester
- Produce a dynamic budget viewable by all executive members to simplify the flow of information
- Develop individual budgets for 13 executive and chair positions based on prior annual expenses incurred
- Cleanse data within QuickBooks in order to ensure revenues and expenses are allocated correctly
- Communicate financial state of the organization to fellow executive board members on a weekly basis

### Treasurer

*Professional Business Fraternity Alpha Kappa Psi*

**Normal, IL**

*November 2018-May 2019*

- Facilitated the collection, deposit and disbursement of funds which included roughly \$20,000 in annual revenue
- Prepared a monthly reconciliation of bank statements for the assurance of accurate cash flow and account balances
- Updated the chapter virtual store to ensure an accurate representation of items that generate revenue

### Vice President of Finance

*Alpha Apparels*

**Normal, IL**

*September 2018-November 2018*

- Co-Founded an apparel business with 13 fellow students that grossed over \$1,300 in two months of operation
- Generated accurate financial statements including budget analyses, operating statements, and break-even analyses
- Led a team of 3 in the facilitation of all financial aspects of the business

### Student Representative

*Student Funding Fee Board*

**Normal, IL**

*January 2018-May 2018*

- Oversaw an allocation of \$400,000 to be distributed to Registered Student Organizations at Illinois State University
- Interpreted Registered Student Organization members' intents with school allocated funds
- Collaborated with other board members to determine qualifying funding requests that were presented to the board

## SKILLS | ACADEMIC HONORS | AWARDS

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- Skilled in Microsoft Suite, Microsoft Navision, Microsoft CRM, and QuickBooks
- Illinois State University Honors Program
- Illinois State University Redbird Scholar

*Fall 2018-Present*

*Fall 2017-Present*