

GABRIELLE Aizin

Contact

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 www.gabrielleaizin.com

About Me

Highly motivated student with a strong academic foundation in business administration, finance, and accounting. Demonstrated leadership and analytical skills through senior-level operational management, financial reporting, and human resources coordination. Experienced in balancing academic rigor with professional responsibility, volunteer service, and mentoring roles. Fluent in Russian and English.

Education

Fordham University, Gabelli School of Business — New York, NY

Master of Science in Professional Accounting
August 2025 – Present

Fordham University — New York, NY Bachelor of Science in Business Administration

Concentration: Finance | Pre-Health Track
January 2019 – January 2023

Midwood High School — Brooklyn, NY

January 2015 – January 2019

Skills

- Financial Reporting & Bookkeeping (QuickBooks)
- Microsoft Excel, Word, PowerPoint (Advanced)
- Tableau, Power BI
- Payroll & HR Operations
- Data Organization & Analysis
- Bloomberg Market Concepts
- Fluent in Russian and English

Professional & Leadership Experience

Law Offices of Mark Bratkovsky - Business and Real Estate Attorney

February 2024 - Present

- Managed client trust accounting support: organized retainer intake records, tracked deposits/withdrawals by matter, reconciled payment activity against invoices, and flagged discrepancies for attorney review to help maintain clean, auditable files.
- Handled billing + bookkeeping workflow: updated time/expense entries, prepared draft invoices, recorded payments, maintained A/R follow-ups, and kept matter-level ledgers accurate across spreadsheets/accounting software.

Law Offices of Alex Nocerino - No Fault Attorney

February 2022 - March 2023

- Supported no-fault case management from intake through resolution: opened files, summarized medical records and treatment timelines, tracked billing/verification requests, and maintained case status notes and deadlines across high-volume matters.
- Assisted with litigation and settlement prep: drafted routine correspondence and document requests, assembled demand/settlement packages, organized pleadings and exhibits, and monitored court/arb calendars to keep each case moving.

Academic & Consulting Project Assistant Fordham University — New York, NY

Fall 2025 – Spring 2026

- Worked under **Lisa Green**, Assistant Director of Academic Administration
- Supported the Fordham Consulting Challenge (Integrated Project) through research assistance, coordination, and project deliverables
- Worked under Emma Peng, Associate Professor of Accounting
- Assisted with coursework and academic support for Principles of Managerial Accounting

Senior Operations Manager

Gama Service Express Inc. (Contracted with FedEx) — New York, NY

January 2019 – Present

- Managed financial operations for a **\$3M company**, including bookkeeping and reporting in QuickBooks
- Prepared core financial statements and led **payroll processing for 50 employees** using Viventium
- Screened and onboarded **300+ candidates**, coordinating HR documentation
- Managed large-scale scheduling and multiple concurrent projects using RouteSmart, Excel, and Google Calendar

Maimonides Medical Center — Volunteer Office — New York, NY

June 2019 – August 2019

- Organized and maintained documentation for 100+ program participants
- Supported large-scale events with budget tracking and vendor coordination
- Improved volunteer engagement through structured communication and data organization

Certifications and Licensing

- **Responsible Business Leadership VIP Certificate** — Expected May 2026
- **Certified Public Accounting (CPA) License** — Expected September 2026