

MICHAEL S. LESZKAI



Education and Training

- **The University of Toledo (Ohio)** – Completed B.B.A. degree in Accounting and Finance and co-founded the university’s student credit union, First Toledo Student Federal Credit Union, in August 1994.
- **Cambridge Certificate in English Language Teaching to Adults (CELTA)** – Obtained certificate in June 2011, completing 120-hour course with grade of “Pass A” in Budapest, Hungary.

Work Experience

English Teaching

- Semmelweis University, Faculty of Physical Education, Budapest, Hungary, September 2007- | Teach sports-specific English and general English communication courses to undergraduate, graduate, Erasmus, and correspondent students, assist in exam administration and preparation, proofread academic journal papers and theses, hold student consultations.
- Szentendrei II. Rákóczi Ferenc Általános Iskola és Gimnázium, Szentendre, Hungary, July 2013 – | Teach general English courses to eleven to nineteen-year-old students in Szentendre on a part-time basis and at week-long language camps.

Business

- *Financial Analyst: Sonnenschein, Nath & Rosenthal*, Chicago, Illinois, November 2000 – March 2003
 - Performed profitability analyses of top clients including derivation of timekeeper costs.
 - Maintained billing rates database and assigned intercity billing rates based on various criteria.
 - Performed practice group, special fee arrangement, capacity and inventory statistics analyses.
- *Account Executive: Globalcom Communications*, Chicago, Illinois, April 2000 – August 2000
 - Sold various voice services including local and long distance and T-1 and PRI equipment.

- Sold various internet products including Digital Subscriber Line, Fiber T-1 access and router equipment.
 - Prospected for new business through inside and outside cold calling and conducted sales appointments.
- *Financial Analyst: ACCO Brands*, Lincolnshire, Illinois, August 1999 – April 2000
 - Coordinated and prepared budget summaries and schedules for sales, gross margin and inventory.
 - Prepared monthly financial analysis report with commentary on product line performance.
 - Performed financial analyses for new business, projects involving capital outlays, competitive threat scenarios, and new product cannibalization.
- *Financial Analyst: Bowne Business Solutions*, Chicago, Illinois, June 1997 – August 1999
 - Performed on-site analyses for new client business and prepared sales proposal proformas.
 - Assisted in the preparation of region's annual budget, analyzing staff, equipment and operational volume.
 - Completed monthly financial analysis report, adding commentary on individual account financial performance, and preliminary sales and gross profit report, estimating region profitability.
- *Billing Analyst: Wisconsin Central Railroad*, Rosemont, Illinois, March 1996 – June 1997
 - Maintained accrued accounts receivable subledgers for billable work order and environmental projects, prepared state audit summary reports and monitored and resolved delinquent receivables.
 - Prepared invoices for state and regional transportation authorities, scrap sales, insurance claims, and real estate leases.
 - Implemented automated billing procedures to increase accounts receivable turnover.
- *Accountant: Westwood Student Federal Credit Union*, Los Angeles, California, February 1995 – January 1996
 - Produced monthly financial statements, reconciled and maintained general ledger accounts and performed bank reconciliations.
 - Supervised daily close-out by accounting department, including reconciliation of electronic funds activity and over-the-counter operations.

Skills

- Excellent planning and classroom management
- Strong knowledge of exam preparation techniques
- Proficient user of Microsoft Office products
- Intermediate level of Hungarian language knowledge
- Dramatic acting, directing and writing