

Objective: Seeking the opportunity to benefit an organization in a creative and challenging capacity by applying my accounting, analytical, and technical skills

Education: *Western Carolina University*, Cullowhee, NC – *Anticipated Graduation, May 2012*
Bachelor of Science in Business Administration: Accountancy; *The Honors College, 3.861 GPA, Dean's List*
Rockingham Community College, Wentworth, NC
Associates of Applied Science: Accounting; *High Honors: 3.796 GPA*
North Carolina State University, Raleigh, NC
Computer Science Studies

Employment: Tutor

Writing and Learning Commons; Western Carolina University; Cullowhee, NC; June 2011 - Present

- Tutor for Financial, Managerial, & Intermediate Accounting I & II, Financial Management, & Qualitative Analysis I & II
- Compliance with State and Federal confidentiality laws and Fulfillment of Administrative Responsibilities
- International Tutor Certification through the College Reading and Learning Association

Accounting & Bookkeeping Services

Self-Employed; January 2009 - Present

- Clients have included, restaurants, retail stores, construction offices, and rental & investment partnerships
- Services include: Accounts Payable, Accounts Receivable, Payroll, General Ledger, Inventory Management, Reconciliations, monthly Tax Filings, & preparation of financial statements
- Setup of small business office and POS software, primarily MS Office & QuickBooks; Web Site setup

Office Manager

Green Mountain Builders, LLC; Highlands, NC; July 2009 – March 2010

- Tax Reporting and Filing, All Bookkeeping and Record keeping duties
- Invoicing and Accounts Management, Job Estimates and Materials Research
- Web Site Management, Marketing, and Advertisement Creation

Web Store Manager, Customer Service Representative

Good Health Natural Products; Greensboro, NC; April 2008 – November 2008

- Operated Web Store: Incorporated shopping cart functionality into hosted web pages
- Customer Service Representative: Handled Eastern USA Clients including distributor, wholesale, and retail chains; Dispute resolution

Office Manager

Starpony Electronics; Highlands, NC; August 2005 – January 2008

- Management of retail store front, including record keeping and sales tracking
- Implemented setup of new accounting practices and bookkeeping methods
- Implemented new techniques for documenting and tracking sales revenue, commissions, & inventory

Skills: *Accounting and office management skills:* Attention to detail, exceptional organizational, problem solving and analytical skills, and highly motivated to produce more efficient and cost effective processes in the work place. Accurate handling of time sensitive items and confidential client information, generation of financial statements, & end of the year adjusting and reporting

Software: Proficient in Microsoft Office, Accounting software, including QuickBooks, MYOB, Paradox, and NetSuite; Graphic design applications including Adobe Creative Suite 4-5 (Photoshop, Fireworks, Illustrator, Acrobat X, & Dreamweaver), AutoCAD, HTML, CSS.

Professional Memberships: Student Affiliate Member of American Institute of Certified Public Accountants (AICPA)
Student Member of the North Carolina Association of Certified Public Accountants (NCACPA)
WCU Chapter of Beta Alpha Psi honors organization, Vice-President of Service

Honors: 2011 Recipient of the NCACPA Foundation Scholarship;
Presidential Classroom Scholar; HS Yearbook Editor; HS Valedictorian