Grace Governor

Clarksville, TN • 931-555-5555 • gracegovernor@my.apsu.edu

www.linkedin.com/in/grace-governor

EDUCATION

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| **Austin Peay State University**  *Bachelor of Business Administration*   * Major: Accounting | **Clarksville, TN**  *Expected: May 2021*  GPA: 3.75 |

RELATED EXPERIENCE

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| **Brown & Simpson CPAs, PLLC**  *Accounting Intern* | **Nashville, TN**  *June – August 2020* |

* Utilized Sage 50cloud accounting software for daily accounting operations
* Prepared payroll and processed accounts payable/receivable
* Created customer invoices, processed accounts receivable and reconciled job cost reports
* Served as a liaison between clients and the firm
* Verified and reconciled client inventories
* Assisted clients in various administrative duties

ADDITIONAL EXPERIENCE

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| **Austin Peay State University, Felix G. Woodward Library**  *Student Assistant* | **Clarksville, TN**  *January 2018 - May 2020* |

* Instructed and assisted students in using computers and computer software applications
* Provided excellent customer service; assisting a diverse population of staff and students
* Managed Access Assistance Desk, including handling materials and collecting fees and fines

LEADERSHIP & COMMUNITY INVOLVEMENT

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| **Accounting Society at Austin Peay**  *Active Member* | **Clarksville, TN**  *September 2018 - Present* |

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| **Division I Women’s Volleyball Team**  *Team Captain: August 2019 - Present* | **Clarksville, TN**  *August 2017 - Present* |

* Devote an average of 25 hours per week to training, conditioning, practices, meetings, travel, and games
* Lead and motivate a team of 15 diverse women to buy into a common goal
* Demonstrated effective communication skills to assist in navigating team conflict

SKILLS

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| * Microsoft Office * QuickBooks | * Sage 50cloud |