**EDUCATION**

**Austin Peay State University** Clarksville, TN May 2018

*Bachelor of Science in Business Administration* GPA: 3.78/4.0

Concentration: Accounting

*Alpha Kappa Psi, National Honor Society 2014 - 2017*

**RELATED COURSEWORK** (optional)

* Principles of Accounting, I, II
* Intermediate Accounting, I, II
* Income Tax Accounting
* Principles of Finance
* Advanced Accounting
* Accounting Information Systems

**PROFESSIONAL EXPERIENCE**

**Brown & Simpson CPAs** **Nashville, TN** Summer 2016

***Accounting Intern***

* Utilized Peachtree 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

**Austin Peay State University Clarksville, TN** August 2014 - May 2016

***Customer Service Assistant-Office of Admissions***

* Assisted students and parents with basic admissions questions and inquiries
* Processed new student applications and prepared paperwork for financial aid
* Answered phone calls from customers wanting information on degree programs
* Scheduled new student appointments
* Utilized MS Excel to track all incoming new student inquiries, phone calls, and in-person visits

**STRENGTHS**

* Microsoft Office Suite
* Effective Communications
* Analytical Thinker
* Time Management Conscious
* Dependable
* Excellent Customer Service

**AVAILABILITY**

May 2018