

DIANE LOYD

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EXPERIENCE **Intern:** Business Services Dept. of Tennessee Valley Authority, Chattanooga, TN
May 2005 – Present

- Enter contract data into BOSS to request invoice distribution
- Design financial reports using Essbase, an Excel add-in
- Prepare budgets and financial reports for various departments
- Design graphs of financial data for various departments

Intern: Accounts Dept. of Marriott Hotel, London, England
June 2004 – August 2004

- Reconciled accounts for district hotels
- Prepared 6-month budgets for district hotels
- Designed labor-hour spreadsheets
- Computed and analyzed restaurant cost reports

EMPLOYMENT **Assistant Director:** Lockmillers Apts., Chattanooga, TN
August 2003 – May 2005

- Supervised the safety of residents
- Planned, organized, and implemented educational programs for students
- Trained and instructed Resident Assistant staff
- Oversaw functioning of the apartment buildings

SKILLS Proficient in Microsoft Office, including Excel
Skilled in writing reports and memos
Knowledgeable in general business and financial systems and analysis

EDUCATION **University of Tennessee at Chattanooga:** Chattanooga, TN
Major: Accounting
Expected Graduation Date: May 7, 2006
Overall GPA: 3.8/4.0

ACTIVITIES **President:** Students in Free Enterprise, March 2004 – Present
President, National Convention Delegate: Omega Phi Alpha National Service Organization, January 2004 - Present
Member: Beta Alpha Psi Accounting and Finance Honor Society, August 2004 - Present
Coxswain: UTC Rowing Crew, August 2002- June 2003

HONORS **Dean's List:** 7 semesters
Scholars in Residence: 3 years
Leadership Award: Received from Students in Free Enterprise
Sigma Award: Received from Omega Phi Alpha National Service Organization as the highest honor for the chapter
Service Leadership Award: Received from Students in Free Enterprise, signed by the President of the United States