

*I am a trustworthy and dependable self-starter, who is able to work independently with little supervision.  
I am eager to learn; learning new programs and tasks come easily to me.*

**Education:** **University of Tennessee at Chattanooga**

- Expected Graduation: December 2010
- Majors: Finance and Accounting
- GPA: 4.0 (Finance); 3.636 (Accounting); 3.817 (Cumulative)

**Experience:** **Student Assistant**, UTC College of Business, 2007 - present

- Assists the Deans in organizing and planning University related events
- Supports the College's administration, faculty, and staff in day-to-day operations
- Works effectively with members of the College of Business

**Marketing Intern**, The Krystal Company, 2008 - 2010

- Assisted the Marketing Department in obtaining financial and transactional data
- Performed analyses of market tests
- Used financial data to make projections of market tests
- Created and updates models that are used to forecast and track menu items by category

**Finance Intern**, The Krystal Company, Summer 2008

- Assisted the Director of Financial Analysis and Planning by performing analyses of sales trends
- Assisted the Marketing Department by analyzing market tests
- Participated in a two day Strategic Planning Committee

**Customer Service Manager**, Options, 2006 – 2008

- Updated and kept accurate records of product availability and pricing
- Worked directly with customers to identify product needs and desires
- Trained new employees in data entry
- Created a New Employee Handbook for customer service managers

**Volunteer Service:** **Volunteer**, Habitat for Humanity, 2006 - Present

- Participates in fundraising and volunteer planning meetings
- Collaborates with approximately 10 other UTC students at work sites

**Tutor**, University of Tennessee at Chattanooga, 2008- 2009

- Tutored college students in Principles of Accounting , Principles of Accounting II, and Essentials of Managerial Finance

**Volunteer**, Ronald McDonald House, 2008, 2009

- Participated in the spring phone-a-thon

**Volunteer**, Vita Tax Clinic, 2007, 2009

- Participated in preparing income taxes for low income families at the Brainerd City Complex hosted by UTC's Accounting faculty and students

**Volunteer**, Ronald McDonald Children's Fall Festival, 2008

- Participated as a volunteer for Children's Fall Festival
- Helped children create various crafts

**Volunteer  
Service  
continued:**

**Volunteer**, The Krystal Company, 2008

- Participated as a volunteer for the Krystal Square Off Championship game
- Assigned and briefed volunteers to various booths
- Set up and maintained the Freeze and MilkQuake sampling booths
- Marketed the Krystal Brand by passing out thunder sticks, balloons, pom poms, and MilkQuake samples

**Assistant Table Leader**, Chattanooga-Lafayette Emmaus Community, 2004-2007

- Participated in weekly planning meetings
- Facilitated discussions for new participants
- Presented two fifteen minute speeches on "Ideals" and "Growth through Study"

**Volunteer**, Bethlehem Center, 2004-2007

- Worked with inner city children on various creative projects

**Achievements/  
Activities:**

- 2008 – Current; Wright-Bentley Scholar, awarded to students that have demonstrated strong academic skills and service to the community and university
- 2006 – Current; Hope Scholarship Recipient
- 2006 – Current; Provost's Scholarship Recipient
- 2010; Received Departmental Honors for an accounting research project titled "ASC 820 (Formerly SFAS 157): A Look at Fair Value Accounting"
- 2010; Selected to participate UTC's Second Annual Research Week
- 2009, 2010 Recipient of the Becky Cooke Smith Scholarship
- 2009 Recipient of TSCPA's Tommy Randolph Memorial Scholarship
- 2009 Recipient of the Distinguished Student Award
- 2008 Recipient of the Barbara and David Young Scholarship, awarded to accounting students who have demonstrated strong academics and are service orientated
- Participant of the University Honors Program, a four-year interdisciplinary program for academically gifted and motivated students made up of only 25-35 students at each class level
- Member of Beta Alpha Psi Accounting Honors Society
- One of only two student members of the College of Business' Steering Committee, which was developed to brainstorm, develop, and design the Global Trading Center for the College
- Member of GAP, a Bible study at Christ United Methodist Church who's focus is on Christian fellowship and community service
- Participated in gifted program at Ooltewah High School
- Graduated high school with honors, 3.96 GPA, and in top ten percent of class

**Computer  
Skills:**

- Fluent in Microsoft Office Suite including Word, Excel, and PowerPoint
- Experience with mail merges, internal and external correspondence, and tables
- Maintained College of Business website using Dreamweaver web software
- Used WinRep data base to enter purchase orders, new customers and manufacturers
- Used Cognos PowerPlay to manipulate transactional data into useable formats to perform analyses