

JOELLEN STUDENT

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OBJECTIVE

Obtain a position in a local public accounting firm and experience the different aspects of public accounting.

EDUCATION

Master of Accountancy May 2009
University of Tennessee at Chattanooga GPA: 3.6

Bachelor of Science in Business Administration: Management May 2007
Southern Adventist University Collegedale, Tennessee
Cumulative GPA: 3.2 Major GPA: 3.5

RELEVANT COURSEWORK

- Managing Accounting
- Accounting Information Systems
- Legal Issues in Accounting
- Financial Accounting

WORK HISTORY

Assignment Employee June 2008 – Present
Olsten Staffing Services Chattanooga, TN

- Conduct Accounts Payable invoicing on a for the staffing company and several companies on a monthly basis
- Complete month-end reports for a Kidz Dentistry, including ledger reconciliation, monthly metrics, balances, and income statements.
- Perform accounting audits as needed for several local companies

Bookstore Worker August 2007 – 2008
Southern Adventist University Collegedale, TN

- Ensure customers are satisfied, by providing excellent customer service, answering questions, and helping them locate items
- Maintain cash balances at the end of each work day to ensure that all transactions are reconciled

HONORS AND AWARDS

- HOPE Scholarship 2004
- Golden Key Honour Society 2003-2007

SKILLS

- Basic knowledge PeachTree Financial Software
- Intermediate Microsoft Office skills, including Excel, PowerPoint, and Word
- Conversational knowledge of French language

PROFESSIONAL ORGANIZATIONS

- Beta Alpha Psi 2003 – 2007
- Society for Advancement of Management 2006 – Present