**ELIZABETH COUGHLAN**

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**OBJECTIVE**

Running for Pledgemaster in Alpha Phi Omega, a national service fraternity

**EDUCATION**

**University of Southern California,** Los Angeles, CA

**Leventhal School of Accounting**

*Bachelor of Science, Accounting,* Expected May 2020

*Minor in Applied Analytics*

**Honors:** Presidential Scholarship, Trojan Honors Society

**WORK EXPERIENCE**

**Brother Bru Bru’s,** Redondo Beach, CAMay 2018-Present

*Accounting Intern*

* Manage multiple aspects of small business including accounting, marketing and sales
* Handle bi-weekly A/P and A/R, reconcile monthly bank statements
* Processed purchase orders, created invoices using QuickBooks

**Babysitter,** Lake Forest, IL September 2015-June 2016

* Babysat elementary to middle school aged children afterschool once to twice a week
* Helped with homework, served dinner among other responsibilities

**LEADERSHIP AND INVOLVEMENT ACTIVITIES**

**LAC Mentoring Program** August 2018-Present

*Mentor*

* Guide paired freshman student through first year in Leventhal
* Lead workshops once a month to encourage bonding within Leventhal freshman
* Check in with mentee once a week to answer any questions or offer advise

**Beta Alpha Psi, Accounting Fraternity**  January 2017–Present

*Active Member*

* Attend general meetings and professional events, interacting with many professionals

**Freshman Building Government** September 2016–June 2017

*Finance Board Member*

* Oversaw the budget request forms and approved request from residential assistants
* Decided how to distribute the funds ($2000) and keep track of the budget

**VOLUNTEER ACTIVITIES**

**Alpha Phi Omega, National Service Fraternity** August 2016–Present

*Chapter President, VP of Service, Co-VP of Membership, Philanthropy Co-Chair, Pledge Class President*

* Completed over 300 hours of service during the last five semesters
* Served in various leadership roles requiring communication with 10+ organizations
* Maintained a spreadsheet for requirements with conditional formatting and formulas

**SKILLS/INTERESTS**

**Applications**: Microsoft Office, QuickBooks, Proficient in C++, Visio and HTML

**Interests:** Travelling, Skiing, Snowboarding, Exploring LA, Horse-Riding, Puzzles