Andrew Vaughns
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Education:

University of North Carolina at Chapel Hill   Chapel Hill, NC
GPA: 3.1
Degree: Bachelor's of Arts
Major: Mathematics   Graduated in December 2017

Harding University High School   Charlotte, NC
International Baccalaureate Program   Graduated in June 2013
- GPA: 3.9 (Unweighted)

Work Experience:

Robert Half International   Charlotte, NC
Compliance Consultant   January 2018 to June 2018
- Assigned to investigate borrower accounts to ensure customer information is complete and accurate.
- Tasked with overseeing borrower profiles and offering recommendation/adjustments in order to reach a final resolution.
- Performed detailed account analyses to identify anomalies and other inconsistencies Utilized on the job training skills to navigate within the various Company systems extracting data used for issue validation.
- Assigned responsibility to validate over 110,000 customer accounts to ensure the remediation efforts adhered to Company policy.
- Partnered with other team members to develop a comprehensive spreadsheet to support quality control.
- Assigned responsibility to review other team members' work and performed other peer reviews.

Department of Religious Studies   Chapel Hill, NC
Office Assistant   January 2016 to December 2017
- Scanned copies of classwork and documents for department staff.
- Assisted coworkers and other staff members with ad hoc tasks.
- Assisted in events performed by the Religious Studies department.

Sweetwater Logistics   Monroe, NC
Factory Worker; Temporary   July 2015 to August 2017
- Unloaded, labeled and prepared stock for delivery.
- Performed inventory management.

Department of Environment, Health and Safety   Chapel Hill, NC
Office Assistant   September 2014 to April 2015
- Reproduced copies of company records.
- Filed documents.
- Assisted coworkers with ad hoc tasks.

Skills:

- Microsoft Word
- Microsoft Excel - Pivot Tables, Pivot Charts, Data Tables, VLOOKUP
- VBA (Visual Basic for Applications)
- MySQL

References:

- Tracey Cave – tcave@email.unc.edu
- Robert J. Norris – rob.j.norris3@gmail.com
- Myra Quick - quick@unc.edu