

Objective

Extensive practice (6 years) using excel and other spreadsheet software. Current MBA student, having been through multiple masters-level courses involving finance, accounting, economics and decision making.

Skills

Financial Analysis, Accounting, Microsoft Excel, Clinical experience, Presentations and research.

Work Experience

Business Intern II

ABC Corporation - June 2014 – February 2016

- Assist in reviewing bids for salon build outs and remodels, refine contracts, and select contractors for the project.
- Aid the Director of Public Relations with community involvement and assist general managers in recruiting.
- Conduct accounting practices as per GAAP standards.
- Input financial data in journal entries, revise financial statements, income statements, balance sheets, ledgers and accountability of all incoming invoices.
- Address all customer complaints and handled according to guidelines.
- Monitor compliance with all state and federal regulations.
- Reviewed and negotiated leases for new salon locations as well as providing corporate with the necessary investigative analysis for new locations.

Business Intern

ABC Corporation - 2009 – 2014

- Observed customer service representatives while they assisted patients.
- Performed quality assurance reviews on patient payment plans and self pay discounts and made appropriate changes.
- Applied small balance write-offs to patient dates of service.
- Shadowed physicians at a pediatric clinic.
- Analyzed volume and the dollar amount on patient accounts.
- Performed financial review activities such as prepping patient accounts for collection representatives to review..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelor of Science in Business Administration - (Columbia Southern University - Orange Beach, AL)