**Annie S. Bearden**

8208 Talbot Lane anniesbearden@gmail.com

Austin, Texas 78746 (512) 632-6663

**EDUCATION**

**Texas Christian University**, Fort Worth, Texas

*Neeley School of Business* - Bachelor of Business Administration, May 2011

Majors: Finance and Accounting

GPA: 3.5

**BNSF Next Generation Leadership Program** Fall 2009 - Present

Participant in highly selective, individualized two-year leadership development program involving four academic courses, personal assessments, coaching and feedback sessions, corporate site visits, speakers, team building, and community service.

**PROFESSIONAL EXPERIENCE**

**Ryan, Inc**, Dallas, Texas Summer 2010

*Intern*

* Learned and utilized the tax code for the State of Texas
* Audited invoice statements for multiple corporations
* Participated in fieldwork which consisted of client meetings, pulling invoices, and social events

**Sperry Van Ness Commercial Real Estate**, Austin, Texas Summer 2009

*Intern*

* Compiled and sent out the weekly newsletter to all of the broker’s contacts
* Managed all properties that were for lease or sale, or had been sold, on the broker’s website
* Researched and compiled sales reports from the last 15 years, which were provided to prospective clients and other interested parties

**Texas Society of Association Executives**, Austin, Texas Summer 2009

*Intern*

* Mastered the iMIS database system, which is used in the association industry
* Researched and contacted prospect organizations and members

**ACADEMIC RECOGNITION**

Dean’s List

National Society of Collegiate Scholars

National Scholars Honor Society

**Certifications**

TEFL Certified Teacher

Microsoft Office Specialist Certification – Word, Excel, PowerPoint

Mastery of Crucial Conversations and Crucial Confrontations

**CAMPUS / COMMUNITY INVOLVEMENT**

Kappa Kappa Gamma Sorority

*Vice President of Academic Excellence 2010*

*Nominating Committee Chairman 2010*

*Academic Standards Committee 2009, 2011*

TCU Collegiate Entrepreneurs Organization

KinderFrogs

Reading is Fundamental (RIF)

Ronald McDonald House