

Hannah Carlson

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Objective

Seeking an accounting internship.

Education

University of Minnesota Duluth

Bachelor of Accounting, Graduating May 2028

Dean's List for four of four semesters

Experience

Internship / Assistant

June 2025- Present

Bogart Pederson & Associates

Becker, MN

- Organized Files
- Processed Invoices with QuickBooks software
- Processed Payroll with ADP & Principal software

Lifeguard/ Water Safety Instructor

May 2023- Present

City of Foley

Foley, MN

- Ensured patrons followed the pool rules
- Provided First Aid care
- Maintained a clean facility
- Cashiered- Counted Change and Worked cash register
- Taught swim levels Parent/ Child, Preschool, and levels 1-6
- Dealt with unruly patrons

Home Health Aid

August 2023- June 2025

Sterling Pointe Senior Living

Princeton, MN

- Assisted with Resident Personal Hygiene
- Maintained cleanliness in residents' apartments
- Laundered residents' clothing & personal items
- Documented residents' food intake
- Assisted with day-to-day activities: ex- eating, getting dressed, etc.
- Distributed medication to the residents at the required time

Lifeguard**December 2023-May 2025**

Foley Public School District

Foley, MN

- Lifeguarded for the Physical Education classes
- Ensured students (age 9-13) followed the pool rules
- Provided First Aid care
- Maintained the cleanliness of pool deck

Activities**Girl Scout**, Girl Scouts Minnesota/ Wisconsin Lakes and Pines

September 2012- September 2025

Long Distance Swimmer, Foley Swim & Dive Team

August 2019- November 2024

Participant, Math League

November 2021- March 2025

Mentor, Big Brothers Big Sisters

December 2022- May 2025

Archer, Foley Archery Team

December 2022- April 2025

Volunteer, Christian Reaching out In Social Services

October 2023- Present

Skills**Technical:** Microsoft, ADP, Principal, QuickBooks**Certifications:** Lifeguard, First Aid, CPR, AED, Water Safety Instructor