

**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