

Student Student Accounting and Finance student seeking a position in data entry. Lewisburg, OH  
Authorized to work in the US for any employer Work Experience Student Cedarville University -  
Cedarville, OH January 2019 to Present Managerial Accounting 1/2019-5/2019 Performed job  
costing tasks using process costing and activity-based costing Studied internal accounting  
functions, including budgeting, inventory costing, and cost management Accounting Information  
Systems 1/2018-5/2018 Studied the importance of and different types of internal controls  
Handled transactions both manually and within Microsoft Dynamics Great Plains Performed  
month-end and year-end processes Small Group Leader Cedarville University Career Services  
August 2017 to Present Career Staff Assistant - Jobs4Jackets Database Administrator Cedarville  
University Career Services - Cedarville, OH January 2017 to Present Oversee the analysis and  
approval of employer registration and job postings on Jobs4Jackets system Provide assistance  
and direction to campus visitors including students, alumni, faculty, and employers Schedule  
appointments for the Director of Career Services and other professional staff Accounting Internship  
Goldshot, Lamb & Hobbs, Inc - Dayton, OH January 2019 to April 2019 Coordinate with the  
partners of the firm to obtain data necessary to complete tax returns Compile tax organizers  
containing complex investments and business entities Navigate through ProSystems tax software  
to perform multiple tax preparation tasks Omni Desk Associate Cedarville University Career  
Services - Dayton, OH May 2018 to June 2018 Prepared, processed, and handled both online and  
in-store customer orders Resolved customer issues, both in-store and online RELEVANT  
COURSEWORK Project Manager Cedarville University - Cedarville, OH January 2017 to May 2017  
Responsible for team organization, leading, and collaboration Led the group to produce a  
prototype within demographic lines and a theme for hypothetical sale Education Bachelor of Arts in  
Accounting in Accounting & Finance Cedarville University - Cedarville, OH May 2020

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