

# Sally Jane Pohlman

sallyjanepohlman@gmail.com - 317.403.7404

Current Address:  
441 N. Woodlawn Ave.  
Bloomington, IN 47408

Permanent Address:  
979 N. Sheridan Ave.  
Indianapolis, IN 46219

## EDUCATION

**Villanova University**, Villanova School of Business, Philadelphia, PA  
*Master of Accounting with Data Analytics*  
KPMG MADA Program, Chicago

July 2021

**Indiana University**, Kelley School of Business, Bloomington, IN  
*Bachelor of Science in Business*  
Major: Accounting & Technology Management

May 2020  
GPA: 3.44/4.00

## WORK EXPERIENCE

**KPMG**, Chicago, Illinois  
*Audit Intern*

June 2019 – August 2019

- Attended National Intern Training and obtained required certifications under the supervision of KPMG audit managers
- Administered bank reconciliation throughout summer for two different public clients in different industries while detailing confirmations for the audit team
- Recipient of coveted MADA program scholarship, selected out of hundreds of applicants to attend Villanova University on a full ride and to return to KPMG's Chicago audit team as a year two associate

**Indianapolis Classical Schools**, Indianapolis, Indiana  
*Enrollment Intern, Herron and Riverside High Schools*

May 2018 – August 2018

- Coordinated with a team of five people to successfully enroll and place 400 new students into two separate high schools
- Gathered sensitive and vital documents from student's families and past schools to correctly place intricate information into a master database influencing class placement
- Successfully learned the placement exam software to administer the three ICS exams to each new student, while ensuring the students were calm and comfortable using computers to show their abilities

**Ehlen Heldmen & Co.**, Greenwood, Indiana  
*Accounting and Finance Intern*

May 2017 – August 2017  
August 2015 – August 2016

- Organized hundreds of sensitive documents daily to deliver and receive information from clients
- Designed and managed the "purge and merge" project of thousands of files to new online systems to drastically cut down the discovery phase time on financial audits of clients
- Created an excel template to aid the Financial Advising department in calculating net worth for new clients

**Starbucks**, Indiana Memorial Union  
*Barista*

August 2017 – May 2019

- Responsible for the organization and wait time of a queue of over 50 customers to ensure speed of the interaction
- Memorized and executed thousands of drink and food orders in a fast paced, high stress environment
- Acquired clerk certification to ensure the normalization of the register with an average daily sales revenue of over \$5,000 for the second highest grossing Starbucks in Indiana

## LEADERSHIP & ACTIVITIES

**Panhellenic Association**, Indiana University  
*Co-Director of Recruitment Operations*

February 2019 – February 2020

- Worked in collaboration with my Co-Director to schedule rounds of recruitment so that more than 1,500 young women were successfully able to visit and interact with 22 chapters
- Booked Bid Night venue, hotel rooms for Rho Gammas, and courtesy busses to ensure efficiency of the recruitment process while keeping the safety of each young woman at the forefront
- Toured chapters during rounds to evaluate adherence to the formal recruitment rules and worked with the chapter's recruitment chairs to make necessary changes for standardization of the process

**Kappa Alpha Theta**, Indiana University  
*Beta Chapter, Membership Development Committee*

February 2017 – Present

- Nominated for Membership Development Committee out of 60 women in my member class because of my commitment to and high regard for Kappa Alpha Theta's standards and rituals
- Consulted on an average of three cases per week regarding proper household and chapter protocol, while issuing appropriate reprimands and follow-up action

## SKILLS & INTERESTS:

Ice Cream | SAP & Lumira | NetSuite | Camping & Hiking | Microsoft Visio | Softball