

HALEY ANKENBAUER

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EDUCATION

Bachelor of Science, Accountancy
Bachelor of Science, Computer Information Systems
Arizona State University, W.P. Carey School of Business
Tempe, AZ

December 2014
GPA 3.77

ASU Dean's List, Four Consecutive Years
National Scholar Scholarship

2011 - Present

PROFESSIONAL EXPERIENCE

Business Intern, Ports America – Chandler, AZ

May 2014 -- Present

- Rotated through the Billing, Credit and Cash Applications, and Accounting departments
- Billing**
- Understand the Ports America contract process
 - Audit information entered from contracts into the Billing system to determine the validity, accuracy and completeness of invoices, source documents, and rates and charges
- Credits \ Cash Applications**
- Prepare credit evaluations, including gathering of all relevant documents
 - Assist Credit Analysts in collection of customer accounts, weekly reporting process, and cash applications
- Accounting**
- Shadow an Accountant for a monthly close and assist in preparation of journal entries
 - Under close supervision, assist in preparation and review of financial statements
 - Assist in organization and standardization of procedures and electronic files on shared drives
 - Attend and scribe various process improvement workshops

CAT (Collegiate Ambassador), Hubert's Lemonade – Tempe, AZ

November 2013 – June 2014

- Holds events on and off campus to market the Hubert's Lemonade brand and writes monthly reports for supervisors

Accounting Intern, Jenny Cai, CPA PC – Mesa, AZ

September 2012 – August 2013

- Responsible for preparing quarterly and end of year tax forms including, 940, A1QRT, UC-018, 941, A1R, W2, and W3
- Perform personal bookkeeping services and utilizes accounting software to record, store, and analyze information
- Calculate, prepare, and issue bills, invoices, account statements, and other financial statements
- In charge of sending out monthly sales tax forms and creating weekly payroll checks using QuickBooks
- Calculate and prepare checks for utilities, taxes, and other payments via EFTPS

PROFESSIONAL DEVELOPMENT

PwC Elevate Program

May 2013

- Learned about a fast-paced career in the professional services industry
- Discovered leadership skills to use not only in the business world but also in everyday life
- Stretched my imagination and challenged myself to elevate my capacity to become a proficient leader
- Participated in team building activities in order to build onto my teamwork skills

Beta Alpha Psi

August 2012 – Present

- Develop professionalism through career-oriented and social activities with business professionals
- Interact with the accounting faculty and members of the professional accounting community
- Lend a hand in the community by picking up trash, packaging dinners at Saint Mary's Food Kitchen, and attending multiple food drives

Delta Zeta Sorority

September 2011 – Present

- Involved in a 180+ member chapter that focuses on academic and charitable efforts and personal and professional development
- Led team for annual philanthropic event, Delta Zeta Dukeout, which raised over \$24,000 in 2013 for national philanthropic partners by holding a pancake dinner, selling t-shirts, tabling, tug of war competition, and a flag football tournament
- Led intramural soccer team to the championship game
- Participated in Greek Week and collectively fundraised over \$20,000 for the American Cancer Society in April 2012
- Participates in multiple local philanthropic events to raise funds and awareness for local and national non-profit organizations