

# Marlane Stevenson

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Provo, UT | (801) 845-6536 | mstevens02@icloud.com | linkedin.com/in/marlanestevenson

## EDUCATION

<b>Bachelor of Science, Accounting</b> Utah Valley University	Anticipated Graduation May 2026 Orem, Utah
<ul style="list-style-type: none"><li>▪ GPA 4.0</li><li>▪ Honors Program participation</li><li>▪ Will subsequently pursue a Masters of Accountancy</li></ul>	

## SKILLS

- Detail Oriented
- Critical Thinking
- Reliable and Adaptable
- Leadership Experience
- QuickBooks Online Experience
- Excel Certified
- Accounts Receivable Experience
- Accounts Payable Experience

## EXPERIENCE

<b>Stewart Mountain Lodging</b> Staff Accountant	Jan 2025 – Present Sundance, Utah
<ul style="list-style-type: none"><li>▪ Receive and record 30+ customer payments per week</li><li>▪ Pay and record vendor invoices within 1-2 business days</li></ul>	
<b>UCCU Event Center, Utah Valley University</b> Usher	Oct 2023 – Oct 2024 Orem, Utah
<ul style="list-style-type: none"><li>▪ Scanned 300+ guest tickets per event</li><li>▪ Aided guests by answering questions and addressing concerns</li></ul>	
<b>Shaw and Nielsen, PC</b> Job Shadowing	Apr 2023 – Aug 2023 Bountiful, Utah
<ul style="list-style-type: none"><li>▪ Categorized business transactions in QuickBooks Online</li><li>▪ Observed Carleen Seljaas, Accounting and Payroll Manager</li></ul>	
<b>The Church of Jesus Christ of Latter-day Saints</b> Volunteer Service	Oct 2021 – Mar 2023 Tennessee, USA
<ul style="list-style-type: none"><li>▪ Led groups of 25-30 volunteers and held monthly trainings</li><li>▪ Organized weekly volunteer service work—yardwork, housecleaning, moving, etc.</li></ul>	
<b>EnerBank, USA</b> Lender	May 2021 – Sept 2021 Provo, Utah
<ul style="list-style-type: none"><li>▪ Assisted 4-5 customers per hour in the loan application process</li><li>▪ Adapted loans to fit clients' specific needs</li></ul>	

## VOLUNTEERING AND LEADERSHIP

<b>Business Sterling Scholar, Bountiful High School</b>	2020
<ul style="list-style-type: none"><li>▪ Recognized for pursuit of excellence, leadership, and hard work</li></ul>	
<b>DECA President, Bountiful High School</b>	2019 – 2020
<ul style="list-style-type: none"><li>▪ Led and trained groups of 30 business students</li></ul>	