

Steven H. Roudebush

1430 Fairfax Manor Drive Carmel, IN 46032

(317) 410-5574
steven.roudebush@gmail.com

Objective

Obtain staff accountant position

Education

Indiana University, Bloomington

Graduated May 2009

Bachelor of Science, School of Public and Environmental Affairs

Major: Public Finance; Minor: Economics GPA: 3.2

DeVry University, Keller Graduate School of Management (For CPA Exam Eligibility) GPA: 3.7

All four parts of Uniform CPA Exam passed

Work Experience

Ascension Health, Accounts Payable Specialist (Full-Time)

2013 – Current

- Utilized knowledge of PeopleSoft and Microsoft Excel daily
- Responsible for all match exceptions for two Ascension territories, Waco and Jacksonville
- Promoted to A/P specialist (ServiceNow cases) 6 months after hiring
- Communicated professionally and transparently to requesters, vendors, and coworkers
- Responsible for closing 12 A/P cases daily and assisting hospital employees with the payment process

Burke Pool Co., Assistant Manager (Full-Time)

2010 – 2012

- Responsible for 60 pools serviced weekly while maintaining excellent local reputation
- Reported and communicated problems/solutions to company owner/manager

Charleston's Restaurant, Server (Part-Time)

2010 - 2011

- Average sales of \$400-\$600 per night, promoted to closing shifts 6 weeks after hiring
- Teamed with all co-workers to ensure quality service to every guest in restaurant

M&I Bank, Customer Service Representative (Full-Time)

2009

- Served clients daily on the phone and in person
- Effectively managed a cash drawer of \$10,000 each day
- Processed over \$100,000 in transactions daily

Right of Way Appraisal Consulting, Internship

Summer 2008

- Provided real-estate research on homes in ten rural counties of Indiana
- Created setback analysis data charts for each residential house studied in urban Indianapolis

Volunteer/Community Participation

Appalachian Service Project/North United Methodist Church Indianapolis

- Served impoverished residents in the Appalachia region for one week for 4 summers
- Volunteer for United Methodist Youth Organization 2 Sundays/month

Beta Theta Pi Fraternity, Member

Beta Theta Pi Judicial Committee

- Elected by the fraternity chapter to handle misconduct issues
- Contributed personal opinions in a respectful manner on several issues with committee

Habitat 4 Humanity Chairman

- Planned local Habitat Build for 30-40 individuals
- Organized community service trip to Gulfport, Mississippi for fraternity members

Hurricane Relief Committee, Planning Coordinator

- Communicated professionally with Ace Rental for van rental expenses of \$4,000
- Led 95 undergrads 780 miles to inner-city New Orleans to serve residents in need