

# Delaine Burnett

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burnettd@xavier.edu

(317) 418-5880

## OBJECTIVE

To garner an internship that implements my knowledge of the accounting and the legal system while exploring careers in both avenues

## EDUCATION

### **Xavier University**

B. S. B. A.

Major: Accounting

Minors: French, Economics

Cincinnati, OH

Spring 2017

GPA: 3.889 / 4.0

### **Center Grove High School**

Academic Honors Diploma

Indianapolis, IN

May 2013

GPA: 4.25 / 4

## ATHLETICS

### **Cross Country**

Xavier University Division 1

Varsity Runner

Conference and Regional Squad Member

### **Track and Field**

Xavier University Division 1

Varsity Runner

Conference Squad Member

## EXPERIENCE

### **Johnson County Courthouse**

*Superior Court 1 Intern*

Franklin, IN

8/12 – 5/13

- Observed and participated in court proceeds in civil, criminal, and juvenile courts
- Assisted clients with filing documentation and answering inquiries about cases
- Oversaw mail flow, organization, and filing in corresponding case files
- Studied law through court proceedings, research of past court cases, and discussions with my mentor

## OTHER ACTIVITIES

### **Saints Francis and Clare Parish**

*Volunteer Religious Education Teacher*

Greenwood, IN

8/08 – 5/12

### **Camp Atterbury USO**

*Staff Volunteer*

Columbus, IN

8/12 – 5/13

# Delainey Burnett

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**Delainey Burnett**  
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Indianapolis, IN 46208

## **Umbaugh**

8365 Keystone Crossing  
Suite 300  
Indianapolis, IN 46240

**Attn: Ms. Diane Schabath**

Dear Ms. Schabath,

I am writing to inquire about an internship for this upcoming summer. I am confident that my academic background and discipline as a student-athlete make me the ideal candidate for the internship, as I demonstrate below.

## **ACADEMIC BACKGROUND**

- **Center Grove High School:** I graduated in 2013 with an academic honor diploma and maintained a 4.25 GPA. I was academic MIC All-Conference throughout all four years.
- **Xavier University:** I am a sophomore Accounting major with French and Economic minors. I carry a 3.899 GPA and was named academic Big East from 2013 to date. I am also on the Dean's list from 2013 to date. I have taken six credits hours worth of accounting and currently enrolled in Introduction to Taxation. In addition, I have taken six credits hours of finance.

## **ANALYTIC ABILITIES**

- **Critical Thinking:** As a Jesuit institution, Xavier places a large emphasis on instilling students with the ability to think critically. My thinking has been challenged by my upper level philosophy classes, which allowed me to broaden my abilities. In group assignments, I often take the position of team lead because of my abilities to see a goal and make a plan to achieve the goal.
- **Cross Country & Track:** Because I have participated in cross-country and track since I was in sixth grade, I am comfortable having to address problems. As a team, we faced many set backs such as injuries this past 2014 cross-country season. In order to obtain our goals, I recognized that I had to step up my competitiveness and be an example for other girls on the team. Despite our set backs, we finished our season strongly with many personal records across the board.

## **COMMUNICATION SKILLS**

- **Volunteering:** Due to my many hours working as a volunteer, I have honed my communications skills to be as effective as possible. By volunteering at places

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like the USO at Camp Atterbury, teaching religious education at my local parish, or going on missions trips to Auxier, Kentucky, I bettered my ability to listen to people needs and consider my available options to meet those people needs.

After reading your company outlook, I am confident you will find me an ideal candidate based on my qualities listed above. As requested, I have included my resume.

I have always been interested in the type of accounting Umbaugh does with Indiana municipalities. Moreover, it is because of Umbaugh that I am familiar with careers in the world of accounting firms. I look forward to hearing from you.