**Adam Rebber**

863 Thompson Court

Seymour, Indiana 47274

1-812-521-1074

arebber@imail.iu.edu

May 29, 2015

H J Umbaugh & Associates

20 E 91st St. #100

Indianapolis, IN 46240

Dear Hiring Team:

I am sending this letter and resume applying for an entry level position at Umbaugh. I became aware of this opportunity through your website, Umbaugh.com. I am particularly interested in positions that combine finance and use of Excel or other analytical tools.

My professional experience began in May of 2014. I was hired as an intern at Reedy Financial Group, a governmental budgeting and financial consulting firm. At Reedy Financial Group I was able to apply my finance and accounting knowledge to several projects. During my time at the firm I helped develop budgets, financial plans, bank reconciliations, and capital funding projects. Additionally, I learned invaluable skills relating to project management and presentation.

My greatest contribution at Reedy Financial Group was my knowledge of Excel. Applying my Excel skills, I developed a Solver model that sized and amortized bonds. I was able to significantly reduce the time it would take to complete projects through my ability to develop more efficient spreadsheets and functions. In addition, I also had extensive training on Mun-ease (municipal bond management software) performing escrow verification, lease sufficiency analysis, and arbitrate rebate calculation.

I believe that through my finance and accounting knowledge, combined with my experience in computer applications, I would be a great fit for your firm. Enclosed you will find a copy of my resume. I would very much like the opportunity to meet with you and discuss careers within Umbaugh. You can reach me at 1-812-521-1074 or arebber@imail.iu.edu. I look forward to hearing from you.

Sincerely,

Adam Rebber

Enclosure

Adam Rebber

863 Thompson Court

Seymour, Indiana 47274

1-812-521-1074

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Education

**Associates Degree in Business Administration**

2009-2012, Ivy Tech Community College

**Bachelor’s Degree in Business Finance and Accounting**

2012-2015, Indiana University of Columbus

Employment History

**Staff Accountant** Reedy Financial Group, Seymour IN May 2014 – May 2015

* Began as intern in May of 2014, hired part-time in August of 2014.
* Developed financial plans, budgets, and capital improvement plans projecting future expenditures, revenues, and cash balances for governmental units including cities, towns, counties, and utilities.
* Built Excel bond and debt sizing model utilizing solver. Model expedited initial analysis, best sizing option, and issuance.
* Extensive training on Mun-Ease (municipal bond management software) including refundings, arbitrage rebate computation, escrow verification, and lease sufficiency analysis.
* Experience in calculating premiums, discounts, weighted average maturity, net interest cost, true interest cost, all-in true interest cost, and arbitrage yield limit for Municipal Bonds.
* Work on several special projects including local option income tax adoption for counties, utility rate studies, bank reconciliations, and cumulative capital development fund reestablishments.

**Warehouse Employee** Jay-C Groub and Warehouse, Seymour IN June 2013 – May 2014

* Began as sanitation employee
* Graduated to PE and Stand-Up Forklift Operator within one month

**Factory Employee** Home Products International, Seymour IN Summers of 2010-2012

* Line work and heavy machinery operator

Achievements, Activities, and Skills

* Experience in Computer Applications:

|  |  |
| --- | --- |
| * Microsoft Word * Microsoft PowerPoint * Microsoft Outlook | * Adobe (including document editing) * Mun-Ease – Municipal Bond Software * Keystone, Komputrol, and Low software |

* Extensive experience in Microsoft Excel:

|  |  |
| --- | --- |
| * If/and/or functions and nested functions * V-lookup and H-lookup * Pivot Tables | * Solver, goal-seek, sorting functions * Present value, days 360, and NPV * Interest in organizing and analyzing data |

* Work on several independent projects utilizing Excel, Mat-lab, and SPSS including optimizing capacity and operating costs for IUPUC's Integrative Business Course, analyzing win/loss factors, trends, and stock price fluctuations.

References

William Carlton Haeberle

Lecturer

Division of Business

Indiana University – Purdue University Columbus

bihaeber@iupuc.edu

Dr. Nassim Khaled

Former Statistics Professor

Indiana University – Purdue University Columbus

Control Technologies Leader at Cummins Inc.

nassim.khaled@gmail.com

Dr. Ryan Brewer

Assistant Professor of Finance

Division of Business

Indiana University – Purdue University Columbus

1-812-348-7253

rybrewer@indiana.edu

Dr. Kevin J. Jones

Assistant Professor of Management

Division of Business

Indiana University – Purdue University Columbus

1-812-348-7290

[joneskj@iupuc.edu](mailto:joneskj@iupuc.edu)

Lee Brittingham

Supervisor

Jay-C Grub and Warehouse

1-812-498-0055

Terry Roll

Supervisor

Home Products International

1-812-522-5130