**Emily Gipson**

(317) 658-1339 990 Spring Meadow Drive, Greenwood IN, 46143 emg.gipson@att.net

**OBJECTIVE**

To obtain a position in which communication and leadership skills can be further developed while adding value to an organization.

**EDUCATION**

University of Indianapolis Expected Graduation: May 2015

Bachelor of Science, Accounting/CPA Track Current GPA: 3.94/4.00

Minor: Computer Information Systems

**EXPERIENCE**

**Department of Justice, Federal Bureau of Investigation, Indianapolis Field Office**

*Honors Intern, White Collar Crime Squad June 2014 – Present*

* Conduct forensic analyses of financial statements, bank records, and other pieces of evidence
* Compile evidential documents to be used in trial
* Draft subpoena attachments
* Hold a Top Secret security clearance

**University of Indianapolis’ School of Business’ Center for Business Partnerships**

*Operations Manager February 2013 – Present*

* Act as chief of staff for a team of 10 employees
* Produce employee work schedule
* Plan events, including lunches with business professionals and managers meetings
* Oversee the Faculty/Staff Assistance program

*Accounting Manager November 2012 – Present*

* Develop yearly budget
* Record payroll and analyze its compliance with the budget
* Lead new employees in payroll orientation
* Complete monthly production reports

*Accounting Coordinator**December 2011 – November 2012*

* Assisted the Accounting Manager with payroll report production
* Revised report templates

*Student Assistant* *October 2011 – December 2011*

* Completed administrative projects for faculty members
* Provided clerical assistance during receptionists’ lunch breaks

**University of Indianapolis’ Student Business Leadership Academy**

*Member, Board of Directors April 2014-Present*

* Approve organization’s goals for the year
* Elect the organization’s members for the subsequent year

*President April 2013 – April 2014*

* Acted as a mentor to five Vice Presidents
* Supervised Vice Presidents throughout the event development process
* Reported to the Board of Directors throughout the year about the fulfillment of the organization’s goals

*Vice President of Computer Information Systems April 2012 – April 2013*

* Created and maintained the organization’s website
* Acted as the stage manager for the organization’s fashion show

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* Planned aspects of the organization’s recruitment dinner
* Presented information about the organization to Freshman Experience classes

**University of Indianapolis** *August 2013 - Present*

*Writing Lab Tutor*

* Help students improve their papers throughout the writing process
* Proofread Client Report Forms

**Jonathan Byrd’s Cafeteria – Greenwood, IN**

*Service Specialist**July 2008 – December 2013*

* Collected customers’ bills and payments as they left the restaurant
* Assisted customers in the dining room

**EXTRACURRICULAR ACTIVITIES**

**CRU**

*Bible Study Leader April 2013 – Present*

* Develop weekly lesson
* Lead discussion for a group of 8 – 15 women
* Organize group events

*General Member August 2011 – April 2013*

**Circle K (service organization)**

*General Member August 2011 – December 2014*

* Provided childcare at a homeless shelter
* Volunteered for organizations including the Monumental Marathon and Keep Indianapolis Beautiful

**AWARDS**

* Public Company Accounting Oversight Board Scholarship
* 2013 Financial Executives Institute Award for Outstanding Finance or Accounting Student
* Delta Mu Delta induction – international honor society for business
* Marysnow Todd Scholarship for outstanding scholarship and leadership
* 2014 Association for Corporate Growth Student Leader of the Year

**SKILLS**

* Time management
* Written communication
* Event planning/management
* Leadership in a variety of settings
* Microsoft Word, Excel, and PowerPoint