**Katherine Coffel**

kacoffel@indiana.edu | (574) 274 – 4965 | 2212 Ridge Place, Mishawaka, Indiana 46544

**Personal Mission**

**In my life, I aspire to**

* Seek material challenges
* Transcend with imagination
* Discover beauty in details
* Act with diligence, optimism, courage, and humility

**Relevant Cultural Experiences**

**Managed semester-long research, analysis, and proposal case studies**

* Corporate Taxation (2014)
* International Business (2014)
* Organizational Behavior (2014)
* Business Law (2013)

**Utilized the accounting management software, Sage 50, to manage prospective client and vendor transactions**

* Accounting Information Systems (2014)
* Database Management (2013)
* Information Systems (2012)

**Professional Experience**

**Centralized Audit Services Intern** Spring and Fall 2014 Internships

*Crowe Horwath -- South Bend, Indiana*

* Performs standardized services related to account confirmation and collection as well as data testing for many types of audit clients, typically managing between 10 and 20 confirmation processes at a time
* Utilizes SharePoint and Outlook to collaborate with field teams, establish timeline expectations, and efficiently communicate with questions, problems, and suggestions for process improvements
* Applies advanced analytical techniques in Microsoft Excel, Crowe’s client information request tracking website, and an internal engagement database to organize and report data
* Attends training on using public resources available for auditors such as the Lexis Nexis search engine and Confirmation.com

**Customer Service Representative** July 2012 – August 2014

*First Source Bank -- Mishawaka, Indiana*

* Empathically engaged and connected with customers by providing competent, friendly, and genuine customer service
* Prioritized and adapted to rapidly changing scenarios while maintaining objectivity and customers’ confidence
* Consistently exceeded sales goals and deadlines; attended training on sales promotion to refine sales methods

**Formal Education**

**Bachelor of Science in Accounting** Cumulative GPA: 3.9/4.0  ***Indiana******University South Bend*** Projected Graduation: May 2015

**Honors and Awards Received:** IUSB Dean’s list (2012- 2014); Representative of IUSB’s chapter of Beta Gamma Sigma at the Student National Leadership Conference (2014); Scholarship recipient of Beta Gamma Sigma (2014), Tri Kappa Beta Gamma (2012- 2014), and IU Excellence (2011) scholarships