Drew Stephen Brown

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**EDUCATION**

Bethel College, BA Accounting, Business Administration Minor, GPA 3.4

Career Experience

**Five Star Sheets, LLC,** New Carlisle, Indiana May-September, 2014

*Accountant-Accounts Receivable:*Preparation of invoices, posted cash and ACH receipts to customer accounts, resolved data issues, responded to customer inquiries, created logistics invoices for backhauls and drop-ship charges, generated daily reports for owners, produced end of month inventory count, intercompany invoices, close out of monthly cash receipts and scrap waste paper correlation and billing. Utilized Excel, Kiwi Plan and Microsoft Great Plains.

**Wojtysiak & Company LLC,** Mishawaka, Indiana Three Semester Internship & Summer 2012-Present

*Bookkeeping, Entry Level Tax and Accounting Services, Payroll Services:* QuickBooks data entry and bank reconciliation; preparation of entry level compiled financial statements and partnership and S corporation income tax returns utilizing Accounting CS and ProSeries software; preparation of property tax returns using Excel spreadsheets and PPT + Indiana software; full range payroll service including paycheck and payroll tax calculation, electronic payroll tax remittance, payroll tax form preparation, electronic transfer transactions, attention to deadlines and related tracking thereof; utilized Word, Excel and Timeslips software and interacted within professional work environment among staff and clients

**Bethel College**, Mishawaka, Indiana Summers 2010-2012

*Maintenance Department:* Completed work orders to maintain campus; remolded Dining Commons using various tools and construction techniques; gained responsibility of punctuality and time scheduling between classes and work

**Martin’s Supermarket**, South Bend, Indiana Summers and part-time 2008-2009

*Service:* Cashier, grocery bagging, and shelve stocking; followed work protocols, completed in house training, actively maintained positive customer relations

**EXTRA CURRICULAR AND PERSONAL EXPERIENCES**

*Community Service*: Lived with dorm resident assistant two years and assisted in facilitating dorm events and encouraging involvement in activities among students; worked with freshmen as upper classmen role model; participated in community service by raking leaves in neighboring communities and hosting a karaoke day at Hope Rescue Mission

*Academic & Dorm Activities:* Attended and led study groups four years; intra-mural basketball, soccer and flag football; helped create cohesiveness in dorm floor by arranging dinner for residents to promote relationships

**REFERENCES – contact information available upon request**

Five Star Sheets, LLC

Wojtysiak & Co., LLC

Bethel College