**Shawna Morrow**



1938 Old Danville Road

Lancaster, KY 40444

(859)339-5464

shawnamorrow.acct@gmail.com



**Profile**

Focused, respectful, and responsible. Eager and quick to learn new skills. Experience working with people of all age groups. Experience in administrative work, customer service, and handling money. Proficient in computer use, typing, Financial and Raiser’s Edge database, and Microsoft Office programs.

**Education**

**Bachelor of Business Administration in Accounting**  May2020

Morehead State University, Morehead, KY

GPA: 3.9

**Academic Honors**

Morehead State University Deans List Recipient

Rogers Scholars Scholarship Recipient

Hugh O’Brian Youth Leadership Seminar Candidate

The National Society of Collegiate Scholars Candidate

Morehead State University Intern of the Year Award 2019-2020

**Experience**

**MSU Foundation, Inc. Accounting Intern**

*MSU Foundation, Inc., Morehead, KY* August 2019-May 2020

* Utilize Financial and Raiser’s Edge databases to perform accounting procedures
* Review credit card statements and collect receipts and signatures for expense reimbursements
* Handle confidential records
* Deposit university donations
* Exhibit technological competency with computers and office equipment (scanners, printers, copiers, etc.)
* Professionally answer office phone calls and emails
* Work in excel to create spreadsheets for accounting functions
* Communicate with donors, both in-person and over the phone, while working at the front desk
* Assist staff with any needed projects

**Sales Associate**

*Cato Fashions, Danville, KY* May 2018-Current

* Conduct sales and other business transactions on cash register
* Make cash deposits to bank
* Assist with customer service, inventory, store organization, and other miscellaneous duties
* Display strong interpersonal skills and reliability

**Administrative Assistant**

*Department of Psychology, Morehead State University, Morehead, KY* January 2017-August 2019

* Assist with office administration and organization
* Shred sensitive documents and deliver confidential mail to other departments

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* Professionally answer office phone calls and emails
* Exhibit technological competency with computers and office equipment (scanners, printers, copiers, etc.)
* Display flexibility and willingness to assist where most needed
* Proctor exams and end-of-course assessments

**Cashier**

*Durham’s Grocery, Stanford, KY* May 2017-July 2017

* Conduct sales and other transactions on cash register
* Stock shelves and face items, organize and clean store
* Display strong interpersonal skills, dependability, and flexibility

**Teacher Assistant**

*Garrard County High School, Lancaster, KY* August 2015-May 2016

* Aid teacher in any classroom management and organization
* Offer school information and academic aid to fellow students
* Maintain professionalism and friendliness while communicating with students and teachers
* Grade student assignments and file confidential documents
* Log student grades into Garrard County High School database system

**Instructional Assistant for Meadow Lake Equestrian Center Summer Horse Camp**

*Meadow Lake Equestrian Center, Lancaster, KY* July 2014

* Work with elementary and middle school students
* Assist students in developing English and Western Saddle riding skills
* Assist students in developing responsibility and caution skills when managing and caring for horses
* Provide any needed camp managing assistance to the head instructor

**Leadership and Service**

Morehead State University Accounting Club Member **|** Volunteer, Lancaster Christian Care Center **|** Volunteer, Touched Twice United Community Outreach Ministry | Volunteer, Love Loud Community Outreach Ministry | Volunteer, Student Life Mission Camp **|** Volunteer Instructor, Meadow Lake Equestrian Center Horse Camp **|** Rogers Scholars Participant **|** Hugh O’Brian Youth Leadership Seminar Candidate

**References**

Jewell Montgomery

Academic Department Specialist

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