

Sophia Young

Iowa City, IA 52240
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Education and Training

University of Iowa
BBA: Business Analytics
Iowa City, IA

Expected in May 2026

Skills

- Data Evaluation
- Excel
- Microsoft
- Account Reconciliation
- Quickbooks
- Accounts Payable

Experience

Vermeer Corporation

May 2024 to August 2024

Finance Intern

Pella, IA

Worked with business leaders in a variety of areas, including but not limited to sales, legal, marketing, finance, IT, human resources, and communications.

- Reconciled accounts payable, verified transactions for accuracy, and resolved discrepancies to maintain financial records
- Issued credit memos to Wells Fargo, analyzing discrepancies and documenting adjustments to ensure accurate financial records
- Entered data into computer system, such as discretionary discounts, credit on accounts, and invoices
- Communicated transactions and accounts payable to other departments via email
- Advanced in prioritizing multiple tasks to support the finance department and meet fiscal year deadlines
- Successfully met the fiscal year targets to ensure financial stability and growth

Red Lobster

January 2024 to May 2024

Server

Ames , IA

- Provided excellent customer service to ensure satisfaction
- Maintained knowledge of current menu items, garnishes, ingredients and preparation methods
- Accurately handled cash transactions per company procedures
- Performed opening and closing duties such as setting up the dining area, restocking supplies

Lynch Law Office

May 2021 to August 2021

Attorney Assistant

Bloomfield, IA

- Reviewed and organized 100+ legal documents, including pleadings, motions, and contracts
- Filed documents with the court system in accordance with applicable rules and regulations
- Maintained case files in accordance with firm policy
- Assisted attorneys in preparing for depositions by organizing materials and coordinating logistics

Activities and Honors

GPA:3.2/4.0

Member of CWIB (Colligate Women In Business)

- Attended the 2023 Forte Conference in New York City, engaging women's empowerment in business and networking with industry leaders to gain insights on career advancement
- Collaborate to promote professional development through workshops and networking events