

Taylor Swift

Chicago, IL

614-225-5557 | anorris@gmail.com

Professional Profile:

Diligent, organized, independent undergraduate looking to pursue an occupation in the accounting field. Strong analytical and problem-solving skills. Ability to exercise independent judgment. Motivation is directed towards contributing to the working environment while improving accounting skills. Academic and athletic participation have created excellent interpersonal communication skills, interest driven perseverance and versatile efficiency.

Education:

Siena Heights University, Adrian, MI.

May 2019

Bachelor of Business Administration

G.P.A: 3.95

Major: Accounting

- Dean's List All Semesters (2015, 2016, 2017)

Professional Experience:

Paint Department Manager, Ace Hardware, Grand Rapids, MI

May 2014-Present

- Core Valued Employee
- Excellent customer service
- Problem Solving
- Mentored other employees on duty
- Responsible for meeting sale requirements
- Provided training to new employees
- Using computer software (Point of sale, Initial Mark Up, Trello)
- Promoting business to prospective customers
- Facilitative inventory and stock management

Youth Commissioner Intern, City of Walker, Walker, MI

September 2012-2015

- Part of 7 person commission chosen out of 40 applicants
- Interacted with varying levels of City Commissioners
- Developed an understanding of basic operations of the city
- Mayor of Mock elections: participated in real issues of community
- Planned and organized city wide food drive
- Formulated a Memorial Day Parade

Data Entry Specialist, Northern Industrial Refrigeration, Walker, MI

May 2014-2015

- Using computer software (Excel, Word, PowerPoint, Label Gator)
- Test software to ensure quality

Involvement and Volunteerism:

Accounting Club Treasurer

MICPA Member

Special Olympics Volunteer

Volunteer at Kent Country Humane Society

Concession Volunteer at Toledo Huntington Center

IMA Student Leadership Conference Attendee

NFCA All-American Scholar-Athlete (2016, 2017)