

Autumn VanEmmerik

vaau0901@stcloudstate.edu

11246 69th Avenue North, Maple Grove, MN 55369

612.280.1811

EDUCATION

Bachelor of Science in Accounting

St. Cloud State University, St. Cloud, MN

December 2011

- 150 credits for CPA exam

International Study Program

Hochschule, Ingolstadt, Germany

Fall 2010

- Gained independence in taking risks and dealing with unfamiliar situations
- Demonstrated ability to problem-solve and handle difficult situations

CERTIFICATIONS AND ADDITIONAL TRAINING

H & R Block Income Tax Class

September 2011-present

Microsoft Excel Certified (2010 version)

November 2011

EMPLOYMENT

Assistant, Floors of Distinction, Maple Grove, MN

July 2011 – August 2011

- Assisted bookkeeper with A/R, A/P, and account reconciliation in Quickbooks
- Designed templates in Excel for sales staff to improve efficiency
- Organized and updated pricing information for flooring products

Receptionist, American Classic Ballroom, Chanhassen, MN

November 2009 – August 2010

- Assisted owners during transition from previous studio to American Classic Ballroom
- Organized and updated front desk forms from former business to meet current needs
- Trained staff in front desk procedures
- Built rapport with students by attending external dance events

Office Manager, Top Notch Equipment, Plymouth, MN

May 2008 – January 2010

- Updated website and advertising with current promotions to reach more customers
- Marketed equipment at trade shows by educating customers about products
- Improved filing system for better access to information
- Managed inventory by ordering products through parts vendors

ADDITIONAL SKILLS

Computer: QuickBooks Pro, Microsoft Office Suite, Peachtree

ACTIVITIES

Public Relations, Cool Cats Swing Club, St. Cloud State University

August 2011-Present

- Instruct lessons at weekly meetings
- Member since January 2010

Member, Accounting Club, St. Cloud State University

January 2010-Present

Ambassador, Center for International Studies, St. Cloud State University

January 2011-Present

ALASAN P BAH

10600 Brunswick Rd. S Apt 305,
Bloomington, MN 55438.
612-619-4661
bahpalasan@hotmail.com

SUMMARY

- ❖ Experienced Accounts Specialist seeking an opportunity in the accounting field.
- ❖ Qualifications include:
- ❖ More than seven years of progressive Accounting and Auditing experience
- ❖ Graduate with BSC in Accounting
- ❖ Proficient with MS Word, Excel, Power point, Access, Great plain, Traverse accounting, MV, Sage Accounting, Access Accounting, E-premier software, and Omicron accounting

EDUCATION

01/2008- 05/2011- Bachelor of Science in Accounting; Metropolitan State University, Saint Paul, Minnesota.

- ❖ **Related courses:** Accounting Information Systems, Analyzing Financial Statements, Business Taxation, Auditing, Managerial Accounting, and Advance Accounting; **GPA: 3.42**

June 2002- Level one Accounting and Finance; Association of Chartered Certified Accountant, Glasgow, United Kingdom.

May 2001- Advance Diploma in Accounting; Association of Accounting Technician, London, United Kingdom.

May 2000 - Associate Degree in Accounting and Finance; Gambia Technical Training Institute (GTTI); Banjul, Gambia; **GPA: 3.5**

EXPERIENCE

9/2008-to date; Accounting Specialist; ARC (American Reprographic Company), Plymouth, Minnesota.

- ❖ Processing accounts payable and accounts receivable, also posting journal entries.
- ❖ Analyze cost and revenue to improve quality
- ❖ Review capital, operating lease assets, and re-negotiate assets maintenance agreements
- ❖ Ensured accuracy by preparing accruals and reconcile with the general ledger.
- ❖ Review receivable data entered with source documents for accuracy before posting
- ❖ Compile, sort, print and verifies accuracy of data entered
- ❖ Verifies and post details of business transactions; cash and trade discounts, freight cost adjustments and sales adjustments.
- ❖ Review all vendors and customers invoices and see whether the right sales tax being charge.
- ❖ Generates related reports for discounts taken and cash applications
- ❖ Review and approve credit memo correction and re-bills incorrect invoices

- ❖ Process credit card approvals and release orders
- ❖ Billing the company's major customers using a special software (e-premier)
- ❖ Monthly accounts receivable and payable closing
- ❖ Matching, batching, coding and entering invoices, also posting and reconciling batches
- ❖ Matching Purchase Orders with invoices for accuracy
- ❖ Updating and reconciling sub-ledger to the general ledger

1/2008-5/2008; Melter; Progress Casting Inc; Plymouth, Minnesota

- ❖ Observes color changes in metals to ensure that specified temperature is attained.
- ❖ Loads, unloads and attends heat treat furnaces as required. Duties also include recording data and monitoring controls.
- ❖ Removes crucible containing metal ingot from furnace, moves levers to tilt crucible or open crucible. Removes metal ingot from crucible. Records pertinent data.

10/2006-1/2008; Mixer; Amerilab Technology Inc.; Plymouth, Minnesota

- ❖ Weighs out specified amounts of additives, such as potassium, magnesium carbonate, etc using scale, and dumps them into drum of mixer
- ❖ Moves levers to transfer salt from scales to mixing drum and starts mixer. Pushes lever to open bottom of mixer and discharge mixed product into packing bins or into feed hopper of tablet compressor

2004-9/2006; Gap; can explain upon request.

1997-2003; Accountant, Finance Department; Gambia Telecommunication Company Ltd; Banjul Gambia

- ❖ Predicts revenues and expenditures and submits reports to management.
- ❖ Develops implements, modifies and documents budgeting, cost, general property.
- ❖ Analyzes records of financial transactions to determine accuracy and completeness of entries.
- ❖ Directs activities of staffs performing accounting and bookkeeping tasks.
- ❖ Maintaining cash requirement schedules and accounts payable aging analysis.
- ❖ Managing bank and general ledger reconciliation, as well as payroll processing.
- ❖ Tracking fixed assets and preparing depreciation schedules.
- ❖ Preparing the trial balance as well as performing month-end closings.
- ❖ Reconciling payroll sub-ledger to the general ledger

ACTIVITIES

- ❖ VITA (Volunteer Income Tax Assistance) program volunteer conducted by IRS and Metro State University
- ❖ Member of Metropolitan State University Accounting Club
- ❖ Active member of the Association of Accounting Technician, United Kingdom, 2001-2004
- ❖ Treasurer, Commerce Executive Committee Gambia Technical & Training Institute; 1998-2000.
- ❖ Assist. Treasurer, Gambia Telecommunications Company Staff Association 2000-2003
- ❖ Student Member: NABA, MNCPA, and CMA

HEATHER VAREZ

◇ (808)430-8490 ◇ vareheat@isu.edu ◇ <http://portfolio.cob.isu.edu/hpunatic>

Education:

IDAHO STATE UNIVERSITY

- BBA, Accounting, • Top 10% College of Business;

CPA Exam Passed

BUSINESS SKILLS:

- Strong leadership and human communication skills
- Knowledge of and ability to learn various computer applications quickly
- Experience includes word-processing, spreadsheet, statistical and project management software
- An innovative and analytical approach, ability to manage challenging situations
- Problem-solving and organizational skills

OCCUPATIONAL EXPERIENCE:

WomenVenture Accounting Associate

- Payroll for a staff of ~20 employees
- Assisted in new fiscal year budget
- Assisted in implementing new allocation system
- Corrected worksheet to reflect appropriate allocation percentage
- Work in QuickBooks

Wells Fargo Home Mortgage through Accountemps- 2010-2011

- Temp position processing mortgage insurance packages for submission to HUD
- Audit documentation while resolving deficiencies
- Strong use of research and communication skills

Idaho State University 2009-2010

- Grading statistics homework and tests
- Providing feedback on computations and theory in basic business statistics classes
- Assisting in evaluation of standards
- Organized alumni files

Liberty Tax- Individual Tax preparation 2010

- Preparing individual tax returns
- Advising clients on financial options

Continued

SERVICE AND PROFESSIONAL ORGANIZATIONS:

Vice President, Minneapolis Chapter of American Society of Women Accountants

- Monthly meeting planning
- Regional conference 2012 planning
- Chair of personal finance course committee
- Volunteer in community non-profit assistance

Vice President of Finance- Beta Alpha Psi- Eta Lambda Chapter 2008-2010

- Vice President of Finance: Developed Annual Budget, identified flaws in previous years procedure reducing errors and presented results to executive committee
- Chair of the Meet the Firms Committee: Contacted firms and various industries; coordinating caterers, managed eight volunteers, faculty and recruiters
- Chair of the Accounting Symposium Committee: managed team of seven volunteers, coordinating advertisement
- Participation in Volunteer Income Tax Assistance (VITA) Program and other community service events

Founding President of the University of Hawaii at Hilo Accounting Club 2007-2008

- Established the By-Laws and financial Accounts
- Organized and led Meetings, three with local business professionals
- Organized tours of local CPA firm and Hawaiian electric Light Company (HELCO)
- Assisted in organizing the "Accounting Career Night"
- Doubled membership in the first year

Board of Directors, Shipman Industrial Park, Kaaau, 2005-2007

- Mediated disputes between lot owners and public interest
- Examined security issues and explored solutions

Representative, Volcano School of Arts and Science, Volcano, HI 2002-2003

- Co-Chaired the Fundraising Committee
- Organized Events which raised \$15,000: including an art and silent auction through soliciting donations from local artists and businesses
- Organized the book Fair and community events to establish the school library including Family Story Evening with storyteller and local author reading, which raised \$5000 in books and equipment
- Participated in decisions on budgetary issues during the first difficult year of a new charter school

Editor in chief of Kanilehua (UHH Literary Magazine) 1998-2000

- Managed a staff of five
- Prepared budget for Board of Student Publications approval
- Maintained purchase orders and other financial records
- Never missed deadline to issue magazine each semester

ACTIVITIES AND HONORS

- Beta Gamma Sigma Honors Society
- 2009-10 Fellow, Elected by College of Business Faculty
- Beta Alpha Psi Outstanding Member Award
- Scholarships include ISU College of Business, The Soroptimist Society and AAUW
- Published author in fiction
- Board of Student Publications

Kevin Stocker

P.O. Box 1942, St. John's University, Collegeville MN, 56321
3216 220th St. W. Jordan MN, 55352

email: kmstocker@csbsju.edu
cell phone: 952-297-6403

Objective: CPA

Education:

St. John's University, Collegeville, MN

Bachelor of Arts December 2011

Major Accounting

GPA: 3.47 (4.0)

Honors: Honors program,

Scholarships: President's, Dairy Herd Improvement Association, Jordan Lions, 4-H Livestock

Experience:

North Star Financial Intern (Summer of 2011)

- Evaluated differing levels of income and constructed appropriate financial plans
- Assessed the appropriateness of the expenses that the practice clients incurred
- Acquired an understanding of the Financial Pyramid

St. John's Fine Arts Technical Supervisor (September 2007 to Present)

- Supervised workers so they can effectively accomplish their tasks
- Ensure the show is organized and operating smoothly and efficiently
- Recognized and corrected errors in equipment operation
- Operated with new performers every week and attended to their needs

Substitute Paraprofessional at Jordan Public Schools (March 2008 to Present)

- Assisted mentally disabled students so they could function as normal students
- Kept the students focused so they used their time wisely and efficiently
- Coordinated with new students and teachers everyday

Dakota County Summer 4-H Intern (June 2008 to August 2009)

- Educated youth about tobacco, drugs, and alcohol
- Organized four county level leadership workshops
- Developed activities for children ages kindergarten to 6th grade
- Lead group and team building activities during Cloverbud days

President of Scott County Executive Board (September 2005 to September 2006)

- Maintain meetings organization and progression through business
- Presented the executive boards views and concerns to the fair board
- Looked at all issues with an analytical perspective
- Helped review and balance the budget

Activities: Youth Teaching Youth, dairy cattle showman, Study Abroad Australia, Big Brother Big Sisters

Leland C. Schlatter

5405 Birchmont Dr. NE
Bemidji, MN 56601
Cell: (651)-336-7309
Leland.Schlatter@st.bemidjistate.edu

- OBJECTIVE** To obtain a position in the field of accounting.
- EDUCATION**
- Bemidji State University, Bemidji, MN Expected Graduation 12/2011
Bachelor of Science Degree
Major: **Accounting**
Minor: **Fraud Examination**
GPA: **4.0**
- Hennepin Technical College, Brooklyn Park, MN Spring 2010
Associate of Science Degree
Major: **Accounting**
GPA: **4.0**
- WORK EXPERIENCE**
- Assistant General Manager**, Mongo's Grill, Fall 2007 – Fall 2009
Maple Grove, MN
- Managed a diverse team in a fast-paced environment
 - Hired and terminated employees
 - Performed scheduling, ordering, and inventory duties
 - Performed daily accounting tasks
 - Resolved customer service issues
- Lead Associate**, Cabela's Restaurant, Rogers, MN Fall 2005 – Fall 2007
- Provided supervision and leadership to restaurant staff
 - Performed monthly inventories
 - Developed Excel spreadsheet to track usages and maintain proper inventory levels
- AWARDS AND CERTIFICATIONS**
- | | |
|---|------|
| National Merit Scholar semifinalist | 2000 |
| Advanced Placement Scholar with Distinction | 2000 |
| 1540 SAT score and 33 ACT score | 1999 |
| Dean's List, Bemidji State University | 2010 |
| Presidential Citation, Bemidji State University | 2011 |
- COMPUTER SKILLS** Microsoft Office Specialist certified in Excel
Microsoft Access, Word, and PowerPoint
Peachtree
- INTERESTS** Wilderness canoe trips, grouse hunting, fly fishing, Nordic ski racing,
baseball statistics and analysis
- REFERENCES** Available upon request

ABDIRASHID JELLE

2910 East Franklin Avenue South # 902
Minneapolis, Minnesota 55406
(952) 564-0943
Jelle902@gmail.com

OBJECTIVE College graduate seeking an entry level accounting position where extensive experience will be further developed and utilized.

PROFESSIONAL SUMMARY

- Have solid background in compilation and analysis of transactions and maintaining entries in Generally Accepted Accounting Principles (GAAP).
- Considerable knowledge of financial analysis, budgeting and forecasting.
- Well-defined mathematical and analytical skills.
- Proficient in MS Word, Excel, Power Point and Access.
- Good knowledge in computerized accounting: QuickBooks and Peachtree.
- Detail-oriented, efficient and well-organized professional
- Possess strong analytical and problem solving skills.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.

EDUCATION

Metropolitan State University St. Paul, MN
B.S. Major: Accounting, Minor: Economics
Graduation Date: December 2010

Minneapolis Community & Technical College Minneapolis, MN
Associate of Liberal Arts (AA)
Graduation Date: December 2008
Dean's honor list

PROFESSIONAL DEVELOPMENT

06/10 to 07/10

United Health Group (UHG)

Participant of UHG 2010 Diversity Externship Program

- Attended "Lunch & Learn" Professional Sessions.
- Learned about the different business areas within UnitedHealth Group.
- Met leaders from these business areas and network with other participants.

EXPERIENCE

02/2011 to Present

Minnesota Transport LLC.

Minneapolis, MN

Accounting Assistant

- Prepare and review accounts receivable, payables and payroll accounts.
- Sort documents and post accounts.
- Assists with the preparation of the annual and mid-year budgets.
- Assists with the fiscal year-end and fixed asset accounting.
- Balance entries and make necessary corrections.
- Reconcile bank statements.
- Prepare invoices, requisitions and other documents for processing, encoding and obtains approval when necessary.
- Perform other general accounting duties assigned.

- 03/11 to 06/11 **Abacus Tutoring** Twin Cities, MN
 Tutor, in-home.
- One-to- one tutoring K12 students in Reading, Writing, Math and Science.
 - Teach students productive study skills to improve their grades.
 - Provide high quality academic assistance and build academic confidence.
- 07/09 to 12/10 **Metropolitan State University, St. Paul Campus** Saint Paul, MN
 Office Assistant, Records Office
- Perform general clerical duties including assist with transcript.
 - File, maintain and locate student records.
 - Find and retrieve files in response to requests from authorized users.
 - Keep records of materials filed or removed, using logbooks or computers.
 - Modify and improve filing systems, or implement new filing systems.
 - Track materials removed from files in order to ensure that borrowed files are returned.
 - Assist transcript coordinator with special projects.
- 01/10 to 04/10 **Dayreel Tax Services** Minneapolis, MN
 Tax preparer
- Prepared income taxes for individuals.
 - Interviewed clients to obtain information about deductible expenses.
 - Reviewed documentation of expenditures applicable to the return.
 - Computed taxes owed using specialized software programs.
- 02/09 to 4/09 **Dayton's Bluff Public Library** Saint Paul, MN
 Tutor at Home-work Center
- Help K12 students in Reading, Writing, and Math
- 02/07 - 04/08 **Common Bond Communities (Volunteering Service)** Minneapolis, MN
 Advantage Center, Tutor for Adult Program
- Help ESL students in reading, writing, and math
 - Assist students at computer lab
- 02/06 – 12/08 **Minneapolis Community & Technical College** Minneapolis, MN
 Tutor, MCTC Learning Center
- Individual tutoring in software programs: MS Word, Excel, Power Point, and Access
 - Provided excellent customer service by answering questions regarding L. Center
 - Scanned ID's and scheduling appointments.
- 07/05 - 12/05 **East Lake Street Dollar Store** Minneapolis, MN
 Cashier
- Received money, returned changes, and gave receipts
 - Assist customers, answer their questions on purchases

ACTIVITIES

Student Member, Minnesota Society of CPA'S, 08/09 – present
 Student Member Institute of Management Accountant (IMA), 11/10 to present
 Student National Association of Black Accountants, 10/08 to present
 Active Member, Metropolitan State University Accounting Club 1/09 to present
 Member Phi Theta Kappa - Honor Society, MCTC 10/07 – 12/08

Jonathan Hanson

10 West 1st St. Apt. 102
Duluth, MN 55802

jonhanson11@gmail.com
(320) 894-6478

Education

University of Minnesota Duluth – Duluth, MN

Bachelors of Accounting

Anticipated Graduation: December 2011

- Volunteer Income Tax Assistance (VITA), Spring 2011
 - Individually prepared tax returns for students and low income individuals

The College of St. Scholastica – Duluth MN

Bachelors of Science in Exercise Physiology

Achieved: May 2009

- Dean's List
- Benedictine Scholarship, 2007-2009
- Certified Strength and Conditioning Coach (National Strength and Conditioning Association)

Ridgewater College – Willmar MN

Associate of Arts Degree

Achieved: May 2006

Work Experience

University of Minnesota Duluth – Duluth, MN

May 2010 – Present

Student Lead, Facilities Management – Grounds

- Supervise mowing team and coordinate schedule for mowing campus grounds
- Assist full-time facilities staff with various landscaping projects

The College of St. Scholastica – Duluth, MN

September 2008 – June 2009

Work Study

- Managed cleaning and upkeep of weight room to maximize safety

Motor Sports of Willmar – Willmar, MN

May 2005 – August 2008

Lot Technician

- Delivered merchandise to customers
- Maintained a clean and safe sales floor and shop area
- Assembled new products for sales department
- Operated forklift for sales, service, and parts departments

Hanson Silo Company – Kandiyohi, MN

Summer 2004

Assembly Line Worker

- Prepared products for powder coating
- Inspected and packaged finished products for shipment

Computer Skills

ProSystem, TaxWise, Excel, Word, PowerPoint, Outlook

Mario A. Chavez

4100 Hampshire Avenue North
Crystal, MN 55427
(218)329-2613
mchavez4587@gmail.com

EDUCATION

Minnesota State University Moorhead
Bachelor of Science in **Accounting** (May 2010)
Completed Educational Requirements to seat for CPA exam (May 2010)

LANGUAGES

Bilingual in English/Spanish

EMPLOYMENT

Data Entry Specialist CLUES (Not Profit), St. Paul, MN May 2011-Present

- Perform data entry for all department programs using the MAXIS and Workforce One systems.
- Process various applications/documents, obtain appropriate information from clients, and review forms and documents for accuracy and completeness
- Prepare specific material to support counselors work, for example: excel spreadsheets, follow-up enrollment

Bilingual Tax Preparer/Consultant, Liberty Tax Services Richfield, MN 2011 Tax Season

- Prepared individual and small business tax returns
- Interpreted tax information to Spanish speaking clients
- Informed clients regarding tax matters

Latin America Project A/R specialist RCC corporation, Maple Grove, MN November 2010-December 2010

- Revised accounts receivable contracts from Latin America, reviewed and analyzed past-due invoices
- Contacted businesses with past-due accounts and negotiated payment options
- Determined and prioritized accounts deemed to be payable

Customer Service Representative, Kelly Services (US Bank) Fargo, ND June 2009-November 2009

- Provided bilingual customer assistance related to credit card inquiries
- Served as an interpreter for different financial departments
- Extended summer position to help establish first bilingual inbound call team

ACTIVITIES

- Committee Member of Spanish KOINONIA Retreats Little Falls, MN May 2010-Present
- Soccer Coach Boys Scouts of America/Centro Cultural Moorhead, MN Summer 2010
- Elected Member of Hispanic church council Pelican Rapids, MN 2005-May 2010
- National Exchange Student Santurce, Puerto Rico January 2010-May 2010
- Assistant Coach Pelican Rapids Soccer, MN Summer 2007
- Elected President of Youth Group Pelican Rapids, MN May 2004-April 2007

TIMOTHY HUDACEK

108 Main Street East • Vermillion, Minnesota 55085 • thudacek@mncpapro.com • 612-859-5719

Dedicated, motivated, self starter with a desire to grow and advance in a fast paced, growth directed company. Professional auditing and tax experience with 3+ years experience in financial transactions.

ACCOUNTANT/AUDITOR

SUMMARY OF QUALIFICATIONS

- Highly motivated, ambitious, goal oriented, and proven ability to adapt quickly to a challenge. Thorough knowledge of SEC and IRS reporting requirements.
 - Exceptional analytical and problem solving skills; ability to assess ambiguous conditions and identify the most appropriate solution to execute. Ability to apply generally accepted accounting principals (GAAP).
 - Proficient with Google Analytics, MS Office Suite, PeopleSoft, Oracle, and QuickBooks. Strong general ledger and payroll application skills.
 - Highly organized with excellent follow-up skills. Able to make a great first impression and build instant rapport. 22 years of experience as a customer service professional.
 - Masters degree in Business Administration with accounting concentration. Bachelor of Science degree. Pays strong attention to details.
 - Excellent organizational, time management, verbal, and written communication skills. Persistence and motivation to work toward a quantitative goal. Recognize, investigate, and resolve guest complaints immediately.
 - Proven ability to recruit and train staff to increase annual sales. 15 years of professional management experience. Ability to multi-task and prioritize in a constantly changing environment.
-

EDUCATION AND TRAINING

- **MASTER OF BUSINESS ADMINISTRATION** 2011
- **GRADUATE CERTIFICATE IN ACCOUNTING** 2009
- **DEVRY UNIVERSITY-KELLER GRADUATE SCHOOL OF MANAGEMENT** Edina, Minnesota
- *GPA 3.05 • Concentration in Accounting*
- **BACHELOR OF SCIENCE IN HOTEL & RESTAURANT MANAGEMENT** 1994
- **UNIVERSITY OF WISCONSIN-STOUT** Menomonie, Wisconsin
- **SCHOOL OF HOSPITALITY LEADERSHIP**
- *GPA 3.32 • Cum Laude*

PROFESSIONAL EXPERIENCE

IN-ROOM DINING CASHIER

DOUBLETREE BY HILTON HOTEL

August 2010 – Present
Bloomington, Minnesota

DoubleTree by Hilton is a rapidly-growing international collection of upscale hotels that span a variety of metropolitan areas and vacation destinations across more than 200 cities, 15 countries and 5 continents.

- Entrusted with communicating with customers of the unique advantages of the DoubleTree Hotel experience. Provides outstanding customer service and support for in-room dining.
- Exhibit excellent customer service skills when answering in room dining phone orders in a timely and polite manner.
- Supervise vendor issues and resolve all problems. Verify client reimbursements and maintain a calm demeanor with internal and external customers.

TAX OFFICE MANAGER

LIBERTY TAX SERVICE

January 2010 – July 2011
Minneapolis, Minnesota

Liberty Tax Service is a retail income tax preparation firm, serving the United States and Canada.

- Responsible for development and implementation of new tax strategies as well as supporting existing strategies. Thorough knowledge of SEC and IRS reporting requirements.
- Responsible for income tax accounting and reporting. Leads the tax provision processes and accounting for income taxes, income tax risk, and forecasting effective tax rates.

CERTIFIED TAX PREPARER (SEASONAL)

LIBERTY TAX SERVICE

January 2008 – April 2011
Bloomington, Minnesota

- Exhibit excellent tax preparation skills to satisfy customers, showing broad exposure to federal, state, and local taxation.
- Thorough knowledge of SEC and IRS reporting requirements.
- Successfully provided extensive tax consulting in a professional services environment.

INTERNAL INCOME AUDITOR (TEMPORARY)

MARQUETTE HOTEL / ACCOUNTEMPS

May 2008 – July 2008
Minneapolis, Minnesota

Marquette Hotel is located in the heart of downtown Minneapolis. Check amenities, directions, policies and reservations online.

- Established plans to accept responsibilities of the internal audit department, including the establishment of goals, audit work schedules and staffing plans.
- Evaluate auditor performance and counseling auditors to strengthen their knowledge base, skills and development.
- Responsible for the conduct of audits assigned, including the planning, execution, and communication of results.

ADDITIONAL EXPERIENCE

- Senior Customer Service Specialist. Carlson Wagonlit Travel Business Center. Mendota Heights, Minnesota. 2003 – 2007.
- Owner/Operator. Eagles Nest Grille. Hastings, Minnesota. 2001 – 2003.
- Assistant Restaurant Manager. Bierstube Steakhouse and Grill. Hastings, Minnesota. 1996 – 2000.

ANGELA REMJESKE

3021 Douglas Drive North
Crystal, MN 55422

(763)213-9921
remjes@comcast.net

EDUCATION Bachelors of Science, Accounting

December 2011

PROFESSIONAL EXPERIENCE

Accounts Payable Lead

Archiver's, Minnetonka, MN

2002 - Present

- Complete journal entries for inventory cycle counts, accruals, adjustments, and transfers
- Responsible for returned nonsufficient funds checks and credit card chargeback's
- In-depth knowledge of accounts payable processes and procedures in a retail environment
- Assisted in streamlining the departmental processes to reduce the number of staff by 55%
- Processed payroll for 900+ employees nationally
- Maintain monthly rent, CAM, real estate taxes, and year end rental adjustments

Staff Accountant

Yamamoto Moss, Minneapolis, MN

1999 - 2001

- Budgeted the expense accounts
- Processed vendor invoices through job costing
- Monthly reconciliations

Accounts Payable Clerk

Minter-Weisman Company, Plymouth, MN

1998 - 1999

- Processed vendor invoices in a timely manner
- Worked with buyers to resolve cost differences
- Verified and reconciled Minnesota stamp tax on tobacco products

Staff Accountant/Payroll Accountant

GE Capital Information Technology Solutions, Plymouth, MN

1996 - 1998

- Prepared payroll journal entries for 13 divisions
- Reconciled payroll accounts and garnishments
- Performed service contract journal entries and reconciliations
- Maintained depreciation schedules
- Reconciled service parts variable costing issues

SKILLS Great Plains, Excel, Word, PowerPoint, Access, Outlook

MEMBERSHIPS MnCPA, IMA, Student AICPA, Accounting Club

Ryan Grant

18337 HWY 30 SE Chatfield, MN 55923
(507) 429-7211 rjgrant06@winona.edu

Education

Winona State University December 2011
Double major: B.S., Accounting, and B.S., Business Administration
Minor: Management GPA: 3.34 (Dean's List Fall '09-present)

Experience

Personal Entrepreneurial Endeavors 6/07-present

www.winonatextbooks.com

- Created website for Winona State students to save money by purchasing textbooks online through the Amazon Associates program
- Marketed and promoted website generating sales of over 400 textbooks from over 200 different students in the first week online

www.textbooks4you.com

- Created website for United States college student to use to find the lowest price available on their textbooks
- Building the Textbooks4you brand through a large variety of marketing techniques including: social media, email, and campus visits
- Generated over a thousand visitors and sold over 100 textbooks in the first month online, presently working on plans for winter semester

Textbook Buyback and Online Reselling

- Realized 40% profit on \$4,000 investment, purchasing and reselling over 300 textbooks from students, marketed services to students
- Provided professional and reliable customer service completing over 450 successfully rated transactions on ebay.com, amazon.com, and liquidation.com buying and selling textbooks, cameras, and miscellaneous items

Work Experience:

IBM Rochester, MN

Financial Analyst Co-op 12/10-present

- Created files and monitored requests for strategic outsourcing division of IBM which generates \$3 Billion in spending annually through role as Infrastructure Resource Management Spending Meeting Coordinator
- Prepared forecasts and journal entries for assigned cost pools
- Acted as a trusted business by providing timely and reliable answers to all inquires to support associated line teams
- Improved the efficiency and effectiveness of the IRM spending process throughout my 6 months at IBM
- Obtained excellent professional communication skills in the following mediums: phone, email, and IBM's instant messaging system
- Added additional tasks as internship went on, one of which involved emailing documents daily to senior VPs of IBM for the last 2 months

Activities

Extracurricular

- Co-Founder and Co-President of Winona State Investments & Entrepreneurship Club, and Winona State Accounting Association Treasurer 2010-2011
- Participating in intramural sports including football, basketball, volleyball, and softball
- Completed various community service projects from 2000-present

Garaad Muse

1413 McIntosh Circle, Shakopee, MN 55379 • (507)304-2647 • garaadm2003@gmail.com

OBJECTIVE: Accounting and audit position in the Minneapolis and St. Paul area.

SUMMARY:

- More than two years of accounts payable experience.
- Tax internship with Abdo Eick & Meyers, Public Accounting Firm.
- Magna Cum Laude graduated with BS in Accounting.
- Proficient with Microsoft Office 2007.

EDUCATION: Bachelor of Science in Accounting **May 2011**

Minor: Business Administration

Minnesota State University, Mankato

Graduated Magna Cum Laude with a GPA of 3.5 on a 4.0 scale

Fiscal Services Scholarship Award: The department of Finance and

Administration, Minnesota State University, Mankato

Courses taken included:

Principles of Management

Intermediate Accounting I & II

Advance Financial Accounting

Macro and Micro Economics

Business Policy & Strategy

Business & Individual Tax

Operational Auditing

Business Ethics Fundamentals

Business Finance

Managerial Accounting

Fraud Examination

Legal Aspect Banking & Finance

EXPERIENCE: Loan Servicing Specialist **July 6, 2011 to July 25, 2011**

Wells Fargo Mortgage Services, MN

- Created and evaluated loan servicing assignment data, and conducted research issues along with changes related to the loan.
- Ensured all loan servicing documents are error free and adhere with the company policies and the government regulations.
- Reviewed all terms and conditions of loan documentation.
- Reviewed all completed loan servicing assignments before sending to the appropriate manager.

Tax Internship

Jan 2011 to April 2011

Abdo Eick & Meyers, Edina, MN

- Prepared tax returns for individuals.
- Reviewed financial records, documentation of expenditures and receipts to determine forms needed to prepare tax returns.
- Reduced client taxes by utilizing appropriate adjustments, deductions and credits.
- Performed self-review and cleared diagnostics before sending completed returns to the review pool.



September 20, 2010

To Whom It May Concern:

I am extremely pleased to write this letter of recommendation for Garaad Muse. I was Garaad's supervisor in the Business Services Office at Minnesota State University, Mankato for two years. Garaad was a student employee in our accounts payable department. His primary job duties included reviewing invoices and coding them for payment; entering vendor payments; daily balancing of total payments; matching invoices, purchase orders and receiving copies; processing incoming mail and filing.

Garaad is extremely organized, efficient, conscientious, accurate and dependable. The quality of Garaad's work was exceptional. He was a pleasure to work with and was always willing to take on extra projects. During Garaad's employment, he also took on a leadership role, training new students and answering questions.

Because of Garaad's outstanding service as a student employee, as well as his academic success, Garaad was also awarded a Fiscal Services Scholarship through the Department of Finance and Administration at Minnesota State University, Mankato.

In closing, let me say I have no hesitation in recommending Garaad Muse for any position pertaining to his degree in accounting from Minnesota State University, Mankato. I feel confident he would be an asset to any organization.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Rossow".

Cindy Rossow
Accounts Payable Coordinator
Business Services
cynthia.rossow@mnsu.edu

BUSINESS SERVICES

236 WIGLEY ADMINISTRATION CENTER · MANKATO, MN 56001

PHONE 507-389-5069 (V) · 800-627-3529 OR 711 (MRS/TTY) · FAX 507-389-2597

A member of the Minnesota State Colleges and Universities System. Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.



September 20, 2010

To Prospective Employers of Garaad Muse:

This letter is my personal recommendation for Garaad Muse. Garaad worked for the Business Services Office of Minnesota State University, Mankato from May 2008 to August 2010 while he was pursuing his Bachelor of Science degree at the University. As a student employee, Garaad primarily worked in our accounts payable area. His job duties included the following tasks.

- * Review Invoices and Code them for Payment
- * Enter Vendor Payments into the University's Financial System
- * Balancing Total Payments Made at the end of the day
- * Matching up Purchase Orders with Invoices and Receiving Copies
- * Open, Review, & Sort Incoming Mail
- * Scan Invoices
- * Filing Documents

Garaad was a very good employee for the University. He has many good qualities. He is organized, efficient, accurate, conscientious, punctual, and dependable. In addition to these qualities, he is also respectful of others, very personable, and gets along well with everyone in the office.

In conclusion, I highly recommend Garaad for employment in areas of finance or other related financial work. Given an opportunity, I believe he would be an asset for any organization. Please feel free to contact me if further information about Garaad's work experience at Minnesota State University, Mankato is necessary.

Sincerely,

A handwritten signature in black ink that reads "Steve W. Smith".

Steve W. Smith
Comptroller
Minnesota State University, Mankato
236 Wigley Administration Center
Mankato, MN 56001
507.389.5022
steven.smith@mnsu.edu

BUSINESS SERVICES

236 WIGLEY ADMINISTRATION CENTER · MANKATO, MN 56001
PHONE 507-389-5069 (V) · 800-627-3529 OR 711 (MRS/TTY) · FAX 507-389-2597

An Affirmative Action/Equal Opportunity University.

Samantha Marie Collins

P.O. Box 493, 2416 Irvine Ave NW

Bemidji, MN 56619

218-308-3387

samantha.collins78@yahoo.com

Education:

Bemidji State University

Bemidji, MN

Bachelor of Science Degree, December 2011

Major: Accounting

Minors: Business Administration, Fraud Examination

2010 Mandy Wick Accounting Scholarship Winner

Presidential Citation for earning a 4.0 Spring 2010

Alpena Community College

Alpena, MI

Associate in Arts, May 2002

Emphasis: Accounting

Member of Kappa Beta Delta (inducted 2002)

A.C.C. Outstanding Accounting Student 2001-2002

Career Information:

International Program Center Student Worker

Bemidji State University, Bemidji MN

April 2010-present

- Working to improve office procedures and detail processes in an Office Manual with the goal of increasing efficiency and reducing the potential for errors in the processing of International Student applications

Greenhouse Crew Member/Assistant Manager

Country Greenhouse Garden Center, Bemidji MN

April 2010-present

- Promoted to Assistant Manager June 2011
- Working closely with management on marketing strategies, inventory management & increasing sales

Announcer, Public Service Director

R.P. Broadcasting, Bemidji MN

November 2005-January 2010

- Adapted information from various sources for presentation to targeted audiences
- Managed client information with the MacRadio Audio System

News Director, Operations Manager, Morning Host,

Mid Day Announcer, Sportscaster

Caro Communications, Caro MI

July 2005-November 2005

- Worked with office manager on departmental budgets and station promotions
- Acted as liaison between the company and local government and business entities
- Maintained detailed station Public Files in accordance with FCC requirements

News Director

MacDonald Broadcasting, Saginaw MI

September 2004-July 2005

- Worked independently to gather, write, and produce hourly newscasts on five broadcast radio stations
- Maintained employee records in accordance with FCC EEO requirements

News Director, Announcer, Traffic Assistant,

Continuity Director

Northern Radio Network, Alpena MI

July 1997-September 2004

- Organized and planned usage of limited personnel and equipment to maximize news coverage
- Performed A/P, A/R, and payroll operations using Wicks/CBSI software

Temporary/Seasonal Experience:

File Clerk

Johanneson, Inc., Bemidji, MN

July 2011-Aug. 2011

Physician Billing Clerk

St. Joseph Health Systems, Tawas City MI

October 1999-April 2000

Janitorial Staff

Crazy About Cleaning, Bemidji MN

2006, 2009

Direct Support Person

Lutheran Social Service, Bemidji MN

2006, 2009

JULIE M. WEBER

1948 94th Avenue, Baldwin, WI 54002

Phone: 651-270-7141 Email: julie.weber@my.uwrf.edu

EDUCATION

Bachelor of Science in Accounting

University of Wisconsin, River Falls (UWRF), December 2011

GPA: 3.323

Bachelor of Arts in Law and Society

Minor: History

Winona State University (WSU), December 2004

ACCOUNTING EXPERIENCE

Tax Internship

Mahoney, Ulbrich, Christiansen & Russ, P.A., Saint Paul, MN

January 2011-April 2011

- Completed internship of 30-35 hours per week while attending school full time
- Prepared Individual and Housing Tax Credit Partnership returns for the firm's partners to review using audited financial statements
- Contacted clients to request and verify information regarding returns
- Utilized CCH ProSystem fx Software: Engagement, Document, Fixed Assets, AutoFlow, multi-page scanning using target sheets

UWRF Tax Preparation Assistance

2011 Tax Season

- Assisted low income individuals that earned \$25,000 or less in preparing their tax returns
- Worked with W-2s, CRPs, 1099 forms, daycare and medical expense documents

BUSINESS EXPERIENCE

Operations, Billing, Human Resource Manager

Gold's Gym, Woodbury, MN

April 2008-February 2009

- Executed payroll for all club employees, completed daily bank deposits and managed billing for a member base larger than 6,500 people
- Performed human resource duties such as hiring, training and termination procedures
- Managed maintenance and front desk departments while assisting management of personal training, group exercise, and kids club departments
- Worked to build a positive relationship with surrounding neighborhood through community involvement and special promotions

Central Service Department Manager

Herbergers, Stillwater, MN

June 2007-April 2008

- Efficiently managed customer service, cash office, and audit departments and assisted special events coordinator with volunteer scheduling
- Monitored store expenses and implemented procedures to ensure efficiency and accuracy
- Successfully resolved customer complaints and questions to ensure consumer satisfaction

JULIE M. WEBER

1948 94th Avenue, Baldwin, WI 54002

Phone: 651-270-7141 Email: julie.weber@my.uwrf.edu

BUSINESS EXPERIENCE, CONTINUED

Legal Administrative Assistant

McCormick Law Office, P.A., Hudson, WI

February 2006-June 2007

- Maintained office for subrogation/litigation attorney by assembling files and pleadings, scheduling appointments, drafting billing statements and obtaining medical records
- Handled incoming and outgoing correspondence and record requests from attorneys and clients
- Trained new employees to draft legal documents, answer phones, and perform other essential office duties

Assistant Sales Manager

Air Quality Assurance, Oakdale, MN

October 2005-January 2006

- Performed product demonstrations and marketing duties as a sales representative for a Class II medical air filtration device
- Organized and participated in a healthy living exhibition by interacting with consumers and answering product questions
- Conducted interviews and performed training procedures for new associates

Team Lead

Target, Stillwater, MN

July 2005-September 2005

- Supervised team members to ensure proper and timely execution of weekly advertisement set up
- Administered customer service duties and carried out employee hiring and training

Legal Assistant

Doar, Drill & Skow, New Richmond, WI

January 2005-April 2005

- Researched and collected data for a class action lawsuit
- Compiled pleadings, discovery, and briefs for family law and workers compensation attorney

COMPUTER SKILLS

Aphelion, Microsoft Office, QuickBooks, Outlook, Podcasts, CCH ProSystem fx

RESEARCH

“Changes for Women in the Military from World War I to World War II.” Senior Thesis. Faculty advisor: Troy Paino, PhD. JD. Winona State University, May 2004.

VOLUNTEER

March of Dimes Fundraiser, Hammond, WI

Relay For Life Cancer Fundraiser, River Falls, WI

Saint Croix Central Elementary School Fundraiser, Roberts, WI

Winona Law Enforcement Center and MADD, Winona, MN

EXTRACURRICULAR ACTIVITIES

Chancellor’s Student Ambassador, UWRF

Co-President, Accounting Society, UWRF

Co-President, Law and Society Association, WSU

Treasurer, Law and Society Association, WSU

Fundraising for Law and Society Association, WSU

Bloomington, MN 55420 (612)327-4214

Anne Keenan

OBJECTIVE Entry level accounting position where my education, work experience and qualifications will add value.

EDUCATION

Minnesota School of Business Graduated June 2011 Richfield, MN

AAS: Management Accounting

Relevant Coursework:

- Accounting Principles I & II
- Management Accounting
- Business Math
- MS Office Professional I & II
- Fraud Examination
- Introduction to Business
- Intermediate Accounting I & II
- Payroll Accounting
- Business Writing
- Accounting Computer Systems
- Marketing
- Introduction to Macroeconomics

Mankato State University Mankato, MN Bachelors of Science: Corrections

QUALIFICATIONS

- Organizing and Coordinating
- Data Entry
- Multi-task
- Attention to detail
- Familiar with Excel and Access
- Work well under pressure
- Knowledge of PowerPoint and Word
- Knowledge of QuickBooks Pro
- Communication
- Flexibility working as individual or team player

EXPERIENCE

Feb 2011 – July 2011 JSF Trucking LLC Bloomington, MN *Accounting Clerk/Office Manager*

- Process accounts receivable and accounts payable to QuickBooks.
- Complete invoicing and budgeting in a timely manner.
- Research & resolve any discrepancies.
- Interpret, verify and complete driver paperwork for driver payroll.
- Implemented QuickBooks and organized customer files.
- Met goal of transitioning accounting processes to owners.

October 2006 –Present FedEx Freight Roseville, MN *Billing Associate*

- Assist clients regarding orders and shipment related issues.
- Organize, interpret and verify bills of lading data to be entered.
- Create source documents via computer following ACCOPS format displayed on screen.

Feb 2006 –Oct 2007 Minnesota Monitoring Golden Valley, MN *Computer Monitoring Technician*

- Monitored and analyzed computer remote alcohol breath testing of clients.
- Conducted data entry, collected payment for services and interacted with clients.
- Handled client testing procedures and responded to client violations.

September 2007 Arthritis Foundation Twin Cities *Volunteer Chairperson for 2007 Walk*

- Led a team of volunteers to coordinate all necessary functions required for fundraising walk.
- Organized different aspects of fundraising functions as required.

Kevin Herrick

525 39 Ave
Winona, MN 55987
(612) 840-6174
Kherrick@ymail.com

Education

Bachelor of Science degree, Winona State University Winona, MN
Major: Accounting, December 2010, GPA: 3.77
Management Information Systems, May 2011, GPA: 3.89
Dean's List

Bachelor of Arts degree, University of Minnesota Minneapolis, MN
Major: International Relations, December 1999

Experience

Winona State University Winona, MN

2008-2011 **Master Tutor** for College of Business classes

- Help students with their Accounting, MIS, and College of Business core classes

2009 **Supplemental Instructor** for Principles of Financial Accounting

- Prepared class lessons for students in financial accounting sections

2003-2007 **Solera** Minneapolis, MN

Supervisor/Capitan/Bookkeeper

- Reconciled cash with nightly sale records
- Recorded inventory at end of financial periods
- Demonstrated outstanding organizational skills in overseeing staff on multiple parties on multiple floors
- Worked individually and as a team player to ensure guests were happy

1999-2003 **LaToscana** Minneapolis, MN

Supervisor/Expeditior/Bookkeeper

- Input nightly sales into Peachtree and Excel
- Reconciled credit card sales with bank account
- Ensured guest satisfaction and handled guest complaints
- Responsible for making sales and collecting payment

1999-2000 **Ryan International Airlines** Bloomington, MN

Assistant Station Manager

- Coordinated support companies and government agency to ensure planes took off on time
- Ensured staff was at planes ready for the flight on time
- Recorded inventory at end of financial period

Professional Development

WSU-Accounting Association, Minnesota Society of CPAs

Volunteer Experience

Taught Computer Classes at Senior Center, Ushered at Great River Shakespeare Festival, 2007
Flood Relief

MARIA M. DYKSTRA

7445 5th Ave. S. · Richfield, MN 55423 · (612) 710-9092, (612) 625-9557 · mdykstra317@gmail.com

SUMMARY OF QUALIFICATIONS

Exceptional customer service, administrative, and organizational skills. Experienced in spreadsheet creation including formulas, data entry in various applications, and database conversion. Skilled in Microsoft Office applications including Excel, Word, and Access. Accurately type 70wpm and 10-key. Superior mathematical aptitude. Demonstrated ability to manage multiple tasks both independently and in a group setting. Experience in purchasing for department and processing invoices, payroll entry. Ability in developing spreadsheets for departmental budget. Involvement in professional settings including coordinating and taking minutes for meetings. Over 10 years of experience using a variety of software applications to accomplish many varied and diverse tasks. Executive level administrative support experience. Demonstrated skills in research and reporting. Experience with training others in Microsoft Office and GIS applications. Self-starter who holds high standards in productivity and quality.

PROFESSIONAL EXPERIENCE

UNIVERSITY OF MINNESOTA, Minneapolis, MN

02/2008 – Present

Principal Engineering Assistant

- Aid engineers, contractors, and project managers in retrieving architectural, civil, electrical, and mechanical information for campus projects, cultivate positive working relationships.
- Manage storage and retrieval of all paper and electronic documentation, including developing an Access database to index all records and using ImageNow to store and index scanned documents.
- Create new and update existing systems to index records, including preparation and maintenance of spreadsheets.
- Draft AutoCAD documents for University mechanical and electrical engineers and planners.
- Assist in interviewing, hiring, and supervision of student workers.
- Perform utility locates on campus for Gopher State One Call, use GPS to document new utility locations, and update master utility map.
- Prioritize and accomplish tasks in a busy atmosphere with multiple interruptions.

CITY OF BLOOMINGTON, Bloomington, MN

08/2006 – 02/2008

Engineering Technician

- Tracked new construction and performed inspections for compliance with approved Engineering drawings.
- Collaborated with contractors and City staff to correct code violations.
- Monitored project progress using the City's Geographic Information System (GIS).
- Provided exemplary customer service to contractors and citizens.
- Calculated property assessments for processing by Engineering Accountant.
- Managed storage and retrieval of construction records in compliance with State law.
- Gave a presentation to City staff on GIS applications, assisted department staff with GIS and Microsoft Office application inquiries.
- Recorded minutes at construction meetings.
- Initiated and completed various research projects.

RESUME

Barbara Paul

4442 Cedar Lake Road, Unit 7

St. Louis Park, MN 55416

(952) 920-8606

bspno3@aol.com

Education

- **Accounting Certificate: University of Minnesota:** currently enrolled. (2010 – present)
- **Master's in Business Administration: Owen School of Management: Vanderbilt University,** Marketing Major with enough classes to meet qualifications for a Finance degree. (1982)
- **Bachelor of Arts: Macalester College, Economics** (1978)

Work Accomplishments

International Dairy Queen, Edina, MN 6/2011 – Present

Consumer Relations Representative

- Call Center – addressing consumer issues regarding corporate policy, situations with individual stores and general inquiries.
- Support included both incoming calls and email.

Digital River, Eden Prairie, MN 5/2005 – 4/2009

Customer Service Representative

- Call Center - answered consumer inquiries, place orders and refunds, and solve computer software installation issues.
- Support included both incoming calls and email.
- Supported world-wide customer base.

Jackson Hewitt, St Paul, MN 1/2005 – 4/2005

Tax Preparer

- Created and files tax returns for customers
- Troubleshoot tax problems to get returns files successfully processed.

Tyco Plastics (Also known as Poly-Tech and Carlisle Plastics), Bloomington, MN 4/2000 – 3/2004 and 6/1982 – 7/1992

Product Manager

- Manage branded and private label products, including product profitability, product development and product presentation (packaging design).
- Developed new product price/costing system for company to maintain profitability goals and expand business.

HENRY T. MCCABE

henrytmccabe@yahoo.com

Brooklyn Center, MN 55430

510-706-0182

OBJECTIVE To obtain an entry level staff accountant position

EDUCATION **Bachelor of Arts, Economics, Option in Accounting**, March 2010
California State University, East Bay, Hayward, CA

RELEVANT COURSEWORK

- **Major GPAs: 3.6 & Cumulative GPA 3.2**
- Financial and Managerial Accounting, Intermediate Accounting I, II & III, Auditing & Advance Accounting, Cost Accounting, Accounting for Governmental & Not-For-Profit, Accounting Information System, Business Law, Individual and Corporate Taxation, Statistics, Econometrics
- Currently CPA Candidate, Roger CPA Review, 2011

EXPERIENCE

US Reports, Inc, Independent Contractor-Audit, Minneapolis, MN, June. 2011-Present

- Scheduled appointments by using Premium Audit Manager and visited policy holders' business premises
- Completed phone audit with insured and prepared audit reports
- Researched and verified classifications and determined insured's' final exposure for premium computation by using Premium Audit Advisory Service
- Interviewed insured's and audited financial records such as 941's, SUTA, Payroll journals, General Ledgers, Sales ledgers, etc. and prepared final audit reports using Future Audit 3

Novogradac & Co, LLP, Accountant-Intern, San Francisco, CA, Jan. 2009 – Mar. 2009

- Prepared tax returns for partnerships and corporations
- Prepared profit/loss statements to allocate partnership income for tax purposes
- Prepared capital analysis for each partner
- Prepared and audited financial statements within a team

The Arc of Alameda County, Job Life Skills Instructor, San Leandro, CA, 2004-2007

- Assess needs of clients and create an educational and developmental plan
- Meet with social workers to evaluate client progress to plan objectives
- Instructed and supervised clients according to plan

EXTRA CIRCULAR ACTIVITIES

MTAP-Chairman, Beta Alpha Psi, California State University, East Bay

- Contacted accounting firms to participate in MTAP 2008 and planned meetings

COMPUTER SKILLS

Proficient in Microsoft Office, and accounting software, including ProSystem and EPace

Julie A. Gaylord

15684 Highview Dr. Apple Valley, MN ♦ (612) 578-5127
Julie.Gaylord@hotmail.com

WORK EXPERIENCE

- Multisource Manufacturing- Accounts Payable** Burnsville, MN September '11- Present
I am in charge of all accounts payable, receiving and entering invoices through JOBOSS. I occasionally help with receivables.
- Valley Staffing- Temporary Agency** Lakeville, MN December '10 – September '11
Was employed through Valley Staffing at Multisource and was hired on as staff September '11.
- Wells Fargo Bank – Teller** La Habra, CA March '09 - March '10
Worked with consumers of Wells Fargo Bank to process transactions; deposits, withdrawals, credit and cash advances. Customer Service and consumer relations was a vital part of the position to maintain the positive appearance of the corporation. \$11/hr
- Starbucks Coffee- Barista** La Habra, CA May 2005 – March 2009
Prepares coffee, serves customers, processes sales and other general retail
- Metropolitan Dental Management, Inc.,** Minneapolis, MN Winter 2006, Summer 2007
Metro Dentalcare manages and operates 30 general practice clinics and 11 specialty clinics around the twin cities area. It is one of the largest dental practices in the Midwest. Ending Salary: \$12/hr
- Accounting Intern-** Performed various accounting functions in the finance department including entering fixed assets using BNA Fixed Assets and Accounts Receivables including posting cash and insurance payments. Experienced with heavy data entry and analysis. Light Bookkeeping and journal entries using Microsoft Great Plains Dynamic. Occasionally worked as the company receptionist.
- Super Target Corporation Apple Valley, MN** October 2004- December 2008
Cashier, Customer Service, Cash Handling and Deposits

EDUCATION

- Northwestern College, Roseville, MN**
Currently taking Advanced Accounting and Strategic Management courses. I will be transferring the credits back to Biola University to receive my BS Accounting degree
- Biola University, La Mirada, CA**
Bachelor of Science in Business Administration with an emphasis in Accounting, Expected Graduation December 2011
Cumulative GPA: 3.188
- Normandale Community College, Bloomington, MN**
Post Secondary Option, General Field of Study 2005-2006
- Apple Valley High School, Apple Valley, MN**
Graduated June 2006 with honors and outstanding academic achievement
Overall GPA 3.75 (Top 10%)

SKILLS and SPECIAL TRAINING

- 2 + years of accounting, front desk and reception experience
- 8 Years Cash-Handling experience
- 8+ years of customer service experience
- Microsoft Word, Excel, MS Great Plains, PowerPoint, Internet Explorer, Access, JOBOSS
- 2 Years Spanish
- International Traveler

LEADERSHIP AND VOLUNTEER EXPERIENCE

- Trout Lake Camp – Counselor, Work-Crew, Childcare** Summer '01- Summer '05
- Watched, mentored and interacted with children and got to know them on a personal level
 - Worked on beach, kitchen cleanup and grounds maintenance
- Missions Trips – Winnipeg, Canada, Milwaukee, Minneapolis, Chicago** Summer '01-Summer '06
- Ministered to the homeless, children and elderly
 - Developed leadership skills by learning how to communicate with others

9/26/2011

Tyler Orth

1041 South State Street Apt 51
River Falls, WI 54022
(612) 226-7489
Orth.Tyler@gmail.com

Objective To become an active participant in the accounting profession by utilizing my knowledge, willingness to learn, proven work ethic, and dedication to my career.

Education University of Wisconsin – River Falls
Bachelor of Science in Business Administration *Sept. 2005 – Dec. 2009*
Bachelor of Science in Accounting *Sept. 2010 – Dec. 2011*
GPA: 3.3

Summary

- Very strong mathematical and numerical background
- Ability to communicate tasks effectively and lead others
- Strong work ethic with commitment and dedication to each project
- High level of strategic thinking skills
- Strong analytical skills

Experience *City of Arden Hills*
Intern *Nov. 2010 – May 2011*

- Performed monthly bank reconciliations
- Developed a process and standardized template within invoice processing to ensure the invoices properly distributed across departments
- Prepared journal entries for period ending reports
- Assisted with compiling records for the State Department Auditors
- Prepared income statements and period ending reports
- Helped identify and correct control issues within Arden Hills financial department
- Assisted with Accounts Receivable billings

M.A. Mortenson Construction

Foreman *May 2006 – Present*

- Worked with 15 to 20 employees to complete specific job tasks
- Met with subcontractors to solve disputes
- Assisted Corporate in updating safety protocol
- Involved in the procurement of material orders
- Coordinate job duties with superintendent to meet deadlines and establish quality standards

Whitemore Fire Consultants Inc.

Assistant Fire Investigator *May 2004 – Dec. 2010*

- Assisted in evidence audit
- Examined fire sites to identify probable cause of fire
- Assisted in removal and excavation of potential evidence

Honors, Awards, and Activities

- Accounting Society Member – Prepared tax returns for low income families
- Laker Leadership Award – Received for my extensive involvement in bettering the community
- Volunteer for Make a Wish Foundation and Feed Our Starving Children
- Dean's List Recipient
- Intramural football, softball, and basketball participant (UWRF)

References Available upon request

Lysa Miller

13974 302nd Avenue
Princeton, MN 55371
651.592.5250
millerlysa@yahoo.com

Professional Profile

Task driven professional offering supportive accounting skills. Strong planner with exceptional problem solving skills who can adapt well to all people and situation, independent worker with an ability to juggle multiple priorities, while meeting expectations on time.

Education

Minnesota School of Business – Elk River, MN
Associate of Applied Science – Accounting & Tax Specialist

Expected graduation date – December 23, 2011

- 3.79 GPA
- Perfect Attendance 4 quarters, student instructor

Related Courses

Intermediate II Accounting, Payroll, QuickBooks

Dakota County Technical College - Diploma, Visual Arts

Experience

- Prairie Restorations Inc.** Princeton, MN January 2009 - February 2010
Retail Store Manager
- Managed the store to ensure the smooth running of the retail operations.
 - Mastered excel to maintain inventory accuracy with a number of other people.
- Greenhouse Technician** February 2007 – December 2008
- Assisted with native plant production, transplanted thousands of seedlings.
 - Calculated species amounts and recorded numbers for inventory purposes.
- Dundee Nursery** Rogers, MN March 2005 – May 2006
Head Grower
- Attained head grower position, analyzed plant orders for the season.
 - Increased knowledge of greenhouse management.
 - Researched new methods of propagation and seed germination techniques.
- Greenhouse Technician** March 2004 – April 2005
- Developed greenhouse management skills
 - Examined more specific details about an increasing inventory of species.
 - Performed all aspects of plant production including planting, watering and pulling.
- Michael's Arts and Crafts** Richfield, MN September 1997 – September 2003
Assistant Manager
- Maintained an awareness of all promotions and advertisements.
 - Administered daily management duties such as scheduling employees, observing end of day cash counting.
 - Supervised employees, 12-20 per shift.
- Floral Designer**
- Customized arrangements for customers, department maintenance.

Ryan Ramaley

924 North Hamilton Street
Saint Croix Falls, WI 54024
651-402-6588
ryanramaley@hotmail.com

Professional Profile

Knowledgeable and successful management professional and small business owner offering over 20 years of practical and progressive career experience. Rich career background encompasses relationship building, new business development, solution development, employee retention, and extensive customer service. Recognized for easily cultivating professional relationships and additional business opportunities. After extensive professional growth in the ski industry and small business ownership, currently pursuing the opportunity to take skills and knowledge to a new industry.

Education

Saint Scholastica – Duluth, MN Bachelor's Degree in Accounting Graduate December 2011	August 2008 to Present
Gogebic Community College - Ironwood, MI Associate Degree in Ski Area Management Graduated May 1994	January 1992 to May 1994
University of Wisconsin - Stout Bachelor's coursework in Business Administration	August 1990 to December 1991

Experience

Wild Mountain Ski Area and Taylors Falls Scenic Boat Tours <i>Night Operations Manager - Winter Season</i>	April 1987 to Present
--	------------------------------

Direct night operations and purchasing of products for the summer and winter shops at Wild Mountain Ski Area.

- Daily cash management and count of receipts
- Oversee on a daily basis four departments and approximately 30 employees
- Purchase and organize over \$75,000.00 of merchandise
- Active member of the decision making team
- Resolve customer concerns and complaints independently
- Train new employees in ticket sales and guest services
- Advanced from ticket seller in 1987, to team lead in 1989, ticket counter supervisor in 1994, manager in training in 1996, night supervisor in 1998, and night operations manager in 2005

River Boat Pilot - Summer Season

Pilot, manage, and coordinate summer tourist paddle wheel boat operations down the St. Croix River.

- Coordinate an ever-changing schedule with the food department for on-time pick up/delivery of products
- Daily cash management and count of receipts
- Oversee 19 employees and food service
- Pilot a 250 passenger paddle wheel boat safely and on time
- Attained Coast Guard license in 1991 and maintain licensure
- Present historical and informative speeches for up to 1000 guests daily
- Ensure customer service standards are maintained, resolving issues as needed for guests
- Train new employees in boat safety, customer service, ticket sales, and food service

Ramaley Catering
Manager

August 1998 to December 2010

In entrepreneurial fashion, developed and managed a privately owned catering company offering lunch services to daycares and schools.

- Responsible for all budget, billing, and profit margin analysis
- Manage daily cash flow and operations
- Oversee cooking of over 900 meals a day for over 14 different facilities
- Coordinate purchasing and delivery of food from various vendors
- Maintain Health Department certification
- Familiar with State of Minnesota small business requirements/guidelines
- Understand and facilitate Health Department codes
- Responsible for all business planning
- Develop all new business accounts and sales

Jaide Plank

610 Van Buren St
Minneapolis, MN 55413

Jaidep@gmail.com

(612) 597-4334

Objective: To further my career with a great company and grow within the accounting field to fully utilize my accounting degree.

Experience: **2002-Present – Branch Manager, Wells Fargo Bank - MN**

Branch Manager 2007-2011

Branch Manager/ Assistant Manager 2006-2007

Personal Banker 2003-2006

Bank Teller 2002-2003

- Educated customers on financial products and services
- Met & exceeded quarterly sales goals and daily profitability
- Managed, coached and trained wide variety of diverse employees within many different roles
- Coached platform team members and service manager to meet quarterly goals and customer needs
- Maintained and educated team members on controls for Audit
- Achieved top audit compliance in district three years in a row
- Managed risk and mitigated loss to the customers and bank

1999 to 2002 Customer Service Manager, Rainbow Foods - MN

Customer Service Manager 2002

Customer Service Representative 2000 - 2002

Cashier 1999-2000

- Addressed customer needs, questions and concerns
- Managed & trained up to 10 cashiers at a time
- Processed weekly new ad signs
- Handled regular cash drops

Education: **Bachelors of Science, Accounting - Augsburg College**

Minneapolis, MN

Sept. 2007 to June 2010

- Made deans list in 90% of semesters

Skills & Credentials: Interact easily with diverse people and work well under pressure.
Self-motivated, organized, energetic with excellent communication skills.
Computer proficient (various programs), detail oriented, prompt with solid follow-through skills
Licensed as Notary Public and Credit Life Resident Insurance Producer.
Licensed and registered with the Nationwide Mortgage Licensing system.

Reference: Available upon request.

SHAWN PEERY

29273 149th St., Zimmerman, MN 55398 (320) 260-9275
Email Address: speery449@gmail.com

EDUCATION

Minnesota School of Business, Elk River, Minnesota 2011
Degree: A.A.S Accounting and Tax Specialist

SUMMARY OF QUALIFICATIONS

- Proficient with Excel, Word, QuickBooks, 10-key, and data entry
- Experience with ordering and keeping inventory records
- Organized and efficient employee
- Experience in handling confidential paperwork
- Effective listening, communication, and problem solving skills

EXPERIENCE

Ally Tax and Bookkeeping Isanti, MN 2011-Present
Tax Preparer

- Prepared individual and small business tax returns for both State and Federal taxes
- Assisted with creating a company marketing plan
- Assisted clients with reconciling their accounting records

Custom Sheet Metal of Monticello Monticello, MN 2002-2009
Lead Fabricator

- Provided continual support in the form of problem resolution, maintenance, process improvements, and implementation of new business solutions
- Created ductwork for residential and commercial heating and cooling systems
- Estimated project costs by analyzing historical hours and materials costs
- Responsible for purchasing all sheet metal materials which included recording, maintaining, and forecasting inventory levels
- Assisted with receptionist and bookkeeping duties as needed
- Supervised, trained, and mentored employees in the ductwork fabrication process
- Responsible for taking new customer information and inputting into company database

Drake Construction Dayton, MN 2000-2002
Framer

- Responsible for constructing new homes and home remodels within very stringent deadlines
- Supervised and trained new framers on company policies and procedures
- Accurately adhered to floor plans and specifications for residential buildings

Nabisco Brooklyn Park, MN 1999-2000
Service Representative

- Responsible for ordering Nabisco products and keeping the shelves stocked at local grocery stores
- Assisted store managers with developing and creating the promotional displays for future circular advertisements

The Marketplace Annandale, MN 1993-1999
Assistant Manager

- Supervised employees in the grocery department
- Ordered and maintained inventory in the grocery department

Chris Musser

318 S. 19th Ave. East
Duluth, MN 55812
(715) 523-1244
Chris.musser.cm@gmail.com

Objective:

Obtain a position where I can utilize my strong problem solving and analytical skills in the accounting or finance field.

Outside Experience:

Innovation in Ireland 2011:

- Explored the variety of innovation aspects that have diffused in Irish culture
- Interviewed with the Bank of Ireland to discuss innovations within the banking industry

Small Business Initiative in Accounting:

- Analyzed financial statements for Twig Bakery of Duluth, MN, and created a workable budget for 2010
- Recognized awards for excellence from Center for Economic Development and Labovitz School of Business as top project of the class

Volunteer Income Tax Assistance:

- Prepared taxes free of charge for lower income families in the Duluth area
- Overlooked first year students in the program, and reviewed completed tax returns

Education:

University of Minnesota Duluth

Labovitz School of Business

Majors: Accounting & Finance

Expected Graduation: December 2011

Desired Certificates: Certificate of Public Accounting

GPA: 3.0 / 4.0

Relevant Course Work Completed:

Intermediate Accounting I & II, Auditing, Fundamentals of Cost Accounting, Individual Income Tax, Investment Fundamentals, Financial Planning Development, Corporate and Managerial Finance, Business Law and Ethics

Work Experience:

Tiki Tom's Cantina at the Edgewater Resort and Waterpark

September 2008 – Present

Manager on Duty

- Encouraged and lead a team of four to seven servers on a nightly basis
- Resolved any customer problems, and directed them to the correct department
- Organized accounting functions and developed spreadsheets to show the per unit cost of products
- Posted sales to different house accounts and prepared the end of night paperwork

Campus Involvement:

Accounting Club (4th year), Investment Club (2nd year), Management Club, UMD Club Baseball (2nd year)

Intramural Sports: Flag Football, Basketball, Volleyball, Softball, Water Polo, Hockey

Computer Skills:

Utilized and presented information efficiently and effectively from Microsoft Office Suites, QuickBooks, Peach Tree, and MoneyGuide Pro

Awards:

Award for Achievement and Excellence: Twig Bakery from Labovitz School of Business (2009)

Jennifer Gilewski

454 Abby LN
Somerset, Wisconsin 54025
(651) 336-8716
jennifergilewski@hotmail.com

Objective

To obtain a position in accounting that effectively utilizes my accounting and communication skills, leadership abilities, and experience.

Education

Bachelor of Science: Accounting and Business Administration - Management

University of Wisconsin – River Falls, anticipated graduation December 2011
GPA 3.24/4.0, Dean's List

Kitchen and Bath Design

Century College – White Bear Lake, May 2007
GPA 3.63/4.0

Work Experience

Server, Mad Capper Saloon & Eatery, Stillwater, MN, 08/10 - Present

Project Manager/Designer, House of Dreams, Shoreview, MN, 03/07 - 08/10

Health Information Specialist, River Falls Medical Clinic, River Falls, WI, 09/05 - 04/07

Communication Skills

- Experienced in effectively communicating with a diverse population of individuals to promptly and thoroughly meet their personal needs
- Exceptionally well organized with a track record that demonstrates self-motivation, creativity, and initiative to achieve both personal and business goals
- Commended by management for ability to cultivate excellent relationships with clients and colleagues

Leadership and Team Building Skills

- Developed strong relationships with coworkers and trade partners creating a cohesive and productive team within a deadline driven environment
- Identified product costs for each project by analyzing market trends to make key informed business decisions
- Coordinated and directed each element of a project to ensure a quality product completed in an efficient and timely manner

Community Engagement

- Assisted local community members with the preparation of their income tax returns
- Active member of the University of Wisconsin River Falls Accounting Society
- Participated in the Boys and Girls club as a mentor and tutor for young children

Jennifer Gilewski
454 Abby LN
Somerset, Wisconsin 54025
(651) 336-8716
jennifergilewski@hotmail.com

References

Jeff Chilson, *Owner, Mad Capper Saloon & Eatery, 651-430-3710, chilyzac@yahoo.com*

Laurie Parnell, *Server, Mad Capper Saloon & Eatery, 715-247-5367, ldpar@hotmail.com*

Patricia Gilewski, *Project Manager/Designer, House of Dreams, 651-983-4446, patski3@yahoo.com*

Katie Coyour, *Corrections Officer, State of Minnesota, 651-246-1015, katie.coyour@state.mn.us*

Mark Gilewski

881 Clayland St
St. Paul, Mn 55104
651-206-4902

EDUCATION

University of Wisconsin-River Falls AACSB-accredited school - 3.25 GPA Bachelor of Science-Accounting	River Falls, WI	Exp. Grad Date: 12/2011
University of Wisconsin-Madison Bachelor of Science-Art	Madison, WI	Graduated: 8/2006

EXPERIENCE

<u>Smalley's Caribbean BBQ</u> Bartender	Stillwater, MN	1/2010-9/2011
---	----------------	---------------

- Assists clientele by providing excellent customer service.
- Responsible for opening and closing procedures and maintaining financial records of all daily transactions.
- Excels in a teamwork oriented setting with servers and kitchen staff.

<u>Smebakken Landscaping</u> Seasonal Foreman	Stillwater, MN	9/2008-11/2009
--	----------------	----------------

- Generated a crew for seasonal work and lead the crew in creating retaining walls, architectural landscaping, patios, and brickwork.
- Oversaw a crew for general lawn care in residential and commercial areas throughout the metro area.
- Applied leadership and design abilities to create superior structures and maintain already well groomed land.

<u>Performance Pools and Spas</u> Sales/Designer/Foreman	Oakdale, MN	3/2008-9/2008
---	-------------	---------------

- Conducted sales meetings with customers to conceive project ideas tailored to the individuals' needs.
- Interpreted customer input using creative professional experience as well as a CAD-based landscape design program.
- Used analytical proficiency to produce competitive estimates that suited customer budgetary guidelines.
- Employed leadership and communication skills to guide a crew, which implemented agreed upon landscape design.
- Exhibited daily project management included adherence to plan details, schedule and budget.

VOLUNTEER WORK

-
- Assisted low income households in preparing yearly income tax statements.

OTHER ACTIVITIES

-
- Member of the University of Wisconsin-River Falls Accounting Society.

Shannon R. Minkkinen

4080 County Road 13
Moose Lake, MN 55767
763-843-2351
fora0007@d.umn.edu

SUMMARY OF QUALIFICATIONS

- Working toward a BAcc and graduated with a bachelor of science in Psychology, minor in Philosophy
- Developed bookkeeping skills organizing records for small business
- Acquired strong multi-tasking skills working in fast-paced environment
- Strong oral and written communication skills from previous retail work experience

EDUCATION

University of Minnesota, Duluth

BAcc, December 2011 (Expected graduation date)

GPA 3.85

- UMD Dean's List four semesters
- Beta Gamma Sigma, international honor society to recognize academic achievement
- Recipient of LSBE book award for top students admitted to program
- Student Showcase participant in recognition of outstanding work in Business Communications, 2011
- Recipient of McGladrey Accounting Scholarship, 2011-2012
- Recipient of L.J. Syck Scholarship, 2010-2011, 2011-2012

Minnesota State University, Mankato

B.S. Psychology, Minor: Philosophy, May 2005

Major GPA 3.46

- MSU Dean's List one semester

EXPERIENCE

Accounting Intern, Arrowhead Regional Computing Consortium, Duluth, MN

Eikill & Schilling, Ltd, Duluth, MN

June 2011 – Present

- Record receipts, invoices and generate reports using SMART Finance
- Participate in training sessions for public school accounting
- Assist auditors with public school financial audits and single audits

Shannon R. Minkkinen

Bookkeeper, Minkkinen Iron, LLC, Moose Lake, MN

November 2005 – Present

- Organize record-keeping by compiling financial information, monitoring the payment of income tax, sales tax and payroll and managing customer accounts
- Design and maintain company website
- Market company products successfully by creating and sending brochures to potential clients

Pharmacy Technician, The Medicine Shoppe, Cloquet, MN

January 2010 – August 2011

- Achieved strong communication skills by interacting regularly with employees, customers, doctors, nurses and insurance companies
- Acquired problem solving skills by answering phones and helping customers with their medication needs
- Highly praised by supervisors for increasing workflow and creating a positive work environment

Pharmacy Technician, Target Pharmacy, Plymouth, MN

June 2005 – May 2007, August 2008 – October 2008

Pharmacy Technician, Hy-Vee Pharmacy, Mankato, MN

February 2002 – May 2005

- Acquired strong ability to multi-task from fast-paced environment and large sales volume
- Organized and maintained files awaiting response from doctors and nurses
- Developed skills to work well in a team due to large volume of business

ACTIVITIES AND SPECIAL SKILLS

- Proficient in Microsoft Office
- Quickbooks skills
- Lead music ministry at church

BRIANNA SMITH

1120 East 8th Street Apt 208
Duluth, MN 55805
320-237-6754
SmithBriannaM@gmail.com
Before May 31, 2012

308 1st ST SW
Hinckley, MN 55037
320-384-6745
Smit4400@d.umn.edu
After May 31, 2012

OBJECTIVE

A position as an entry-level accountant

EDUCATION

University of Minnesota, Duluth Campus, Duluth, MN September 2007 - Present
Bachelor of Accounting expected December 2011 Overall **GPA: 3.925/4.0**
Major: **Accounting** Minor: **Mathematics**
Spanish Language – two years high school and two semesters college

HONORS

Dean's List for Academic Excellence, 8 out of 8 semesters
Beta Gamma Sigma Honor Society – academic excellence for business students
Best of Class Scholarship – merit scholarship for ranking number 1 in high school class, 2007-2011

COMPUTER SKILLS

Proficient with Microsoft Word, Excel, and PowerPoint
Experience with QuickBooks, Peachtree and ProSystems tax software

EXPERIENCE

Blackjack Dealer, Grand Casino Hinckley, Hinckley, MN
June 2008- Present

- Developed friendly relationships with players including name, face recognition and personal stories
- Balanced and guarded chip amounts ranging from 100s to 1000s of dollars
- Increased customer satisfaction by creating an enjoyable environment
- Accelerated math skills

Teammate, Kids Quest, Hinckley, MN
June 2007- February 2008

- Cared for children ages 6 months to 12 years old
- Motivated children to participate in team activities
- Counted inventory

Cashier/ Ice cream server, Dairy Queen, Hinckley, MN
July 2006- November 2006

- Balanced daily cash tills, handling change, dollar bills, checks and coupons
- Stocked and maintained a clean and fully inventoried ice cream station
- Greeted and assisted customers with orders

Hostess, Grand Casino Hinckley, Hinckley, MN
June 2005- February 2006

- Developed connections with guests when showing them to their seats
- Managed waiting lists

References available upon request.

ROBERT L. BUTTERWORTH

8907 Congdon Blvd
Duluth, MN 55804
218-348-1432
butt0142@d.umn.edu

- Objective** To obtain a position in accounting
- Education** University of Minnesota Duluth
Bachelor of Accounting December 2011 Overall **GPA: 3.0/4.0**
Minor: **Finance**
Dean's List for Academic Excellence, Spring 2011
- Relevant Course Work** Accounting Information Systems, Technology Tools in Accounting, Advanced Business Tax, Intermediate Accounting, Auditing, Cost Accounting, Advanced Business Law, Strategic Management
- Experience**
- Intern**, Superior Fuel Company, Superior, WI
June 2011 to present
- Produced financial statements and cash flow reports
 - Created and analyzed budgets
 - Performed inventory valuations and counts
 - Assisted with due diligence for possible acquisition
- Volunteer Income Tax Assistance (VITA)**, Duluth, MN
January 2011 to April 2011
- Interviewed clients to gather tax information
 - Prepared state and federal income tax returns
 - Researched tax issues
 - Used tax preparation software
- Server**, Lakeshore Lutheran Nursing Home, Duluth, MN
June 2009 to present
- Communicated with residents regarding meals
 - Responded to resident's meal related requests
 - Prepared dining rooms and served meals
- Night Manager**, promoted from **Cashier** 2008
Super One Foods, Duluth, MN
Summers 2007 and 2008
- Supervised cashiers and department employees
 - Performed customer service functions
 - Operated cash register
- Activities**
- Member**, UMD Accounting Club
Member, Minnesota Society of Certified Public Accountants

References Available Upon Request

Amber Goblirsch

506 Nicholas Court
Lake Crystal, MN 56055
(507) 276-7921
amber_goblirsch@yahoo.com

OBJECTIVE: Seeking an entry-level position in public accounting.

EDUCATION:

December 2011 **Accounting, Bachelor of Science**
Minnesota State University, Mankato
GPA: 3.29

December 2003 **Institutional Finance, Bachelor of Science**
Minor: Business Administration
Minnesota State University, Mankato
GPA: 3.22

EXPERIENCE:

2008-Present

Accounting Clerk/Payroll Administrator

Farm Business Information, Lake Crystal, Minnesota

- Maintain accurate accounting records for hog farmers
- Post A/P, A/R, general ledger entries; process month-end adjustments; perform monthly bank reconciliations
- Track inventory by completing nursery and finisher group closeouts; analyze data for multiple farm comparisons
- Process bi-weekly payroll for 15 employees and complete all necessary tax filings
- Handle other miscellaneous office duties as needed

2005-2009

Customer Service Representative

Waseca Medical Center, Waseca, Minnesota

- Registered patients in the emergency room
- Assisted a team of nurses and doctors by gathering patients' medical records and performing other tasks as requested
- Created an employee training manual and updated it as new policies were implemented

VOLUNTEER WORK:

2011 Tax Season

Volunteer Tax Preparer

Community Action Partnership of Suburban Hennepin (CAPSH)

- Prepared tax returns for low-income individuals/families

COMPUTER SKILLS:

Competent with Microsoft Word, Excel, PowerPoint, Access, Outlook;
Peachtree Accounting Software; TaxWise Software

NENE EZE

1119 State St, River Falls, WI 54022

nene.eze@gmail.com

651-808-3735

EDUCATION

Bachelor of Science in Accounting, Minor in Economics
University of Wisconsin-River Falls (UWRF), December 2011

Associates Degree, Liberal Arts
Normandale Community College, August 2009

McNair Scholar
Recipient of Chancellors' Award of Excellence, 2011

RESEARCH EXPERIENCE

Independence Research Topic: Impact of the International Financial Accounting Standard (IFRS) on domestic companies currently implementing the last in first in LIFO inventory method: Cost of change.

Faculty Supervisor-Dr. Dawn Hukai

Research presented in Montana at the National Conference on Undergraduate Research (NCUR), March 2011

A written paper was submitted to the McNair Scholars program, UWRF

- Reviewed financial statement of 20 companies and analyzed to see the effect this change will have on their inventory level
- Conducted a regression analysis to see the relationship between sales and income statements
- Utilized companies with variable income levels to get a better understanding the change will have
- Included countries currently utilizing IFRS
- Defined and compared LIFO with other inventory methods like first in, first out (FIFO) and average cost method
- Discussed USA adaptation and implementation of IFRS

Independence Research Topic: Adoption of the international Financial Reporting Standard (IFRS): Is Nigeria ready?

Faculty Supervisor-Dr. Dawn Hukai

Research presented at UWRF, McNair Scholars program, summer research symposium, September 2011

- Reviewed Nigerian's financial and economic status
- Discussed changes to be expected when IFRS is implanted
- Researched the advantages and disadvantages of the implantation
- Examined the benefits IFRS has brought to African countries currently implementing this standard

LEADERSHIP EXPERIENCE

College of Business and Economics (CBE) Student Advisory Board, UWRF August 2011-Present

- Participated in the assessment and renewal of CBE accreditation
- Provided inputs and suggestion on how to recruit students to CBE
- Suggested ways to improve studying abroad for CBE students

Treasurer, Black Student Union, UWRF August 2010-Present

- Prepared the financial budget of the organization for 3 academic years, which was approved by student senate
- Handled over \$20,000 of the organization fund and accounted for how every dollar was used
- Processed payments and prepared expense reports for performing artist on campus

Vice President, Accounting Society, UWRF September 2010-May 2011

- Shared perspective on how to recruit incoming students
- Assisted in box placement and collection of toys for toy-for-tots program
- Participated in student conferences and attendance of conferences

Chancellors' Student Ambassador, UWRF August 2010-May 2011

- Represented the campus as an ambassador at events
- Assisted with family and alumni campus visits
- Helped with shuttle of visitor for meetings with the chancellor
- Attended the Chancellors' Student Ambassador Leadership Conference at UW-Platteville

LORNA "KATHY" ANDERSON

1526 6th Ave SE | Rochester, MN, 55904 | 507-288-5524 | lander093@live.com

OBJECTIVE

To obtain an entry-level position that utilizes my accounting degree and skills.

EDUCATION

Associate of Applied Science Accounting

Rochester Community and Technical College

Rochester, MN
Aug 2009 – May 2011

- Major: Accounting
- GPA: 4.0/4.0
- Honor Society: Phi Theta Kappa
- Related Course Work: Computerized Accounting, Accounting Spreadsheet Applications, Accounting Database Applications, Financial Accounting, Managerial Accounting, Payroll Accounting, Fundamentals of Intermediate Accounting, Applied Cost Accounting I and II, Financial Presentations, Accounting Math and Calculators

Accounting Clerk Diploma

Rochester Community and Technical College

Rochester, MN
Aug 2009 - Dec 2010

- Major: Accounting
- GPA: 4.0/4.0
- Honor Society: Phi Theta Kappa

EXPERIENCE

Super America

CSR/Shift Leader/Associate Manager

Rochester, MN
July 2010 - present | June 2001 - Jan 2005

- Audit and Monitor Inventory Levels Weekly
- Analyze Daily Paperwork
- Monitor Banking
- Train and Develop Staff
- Provide Customer Service

Qwest Communications

Retail Sales Associate

Rochester, MN
Feb 2005 to Nov 2009

- Audit Inventory Levels Weekly
- Analyze Daily Paperwork
- Provide Customer Service
- Top 25% of sales within Company

SKILLS & ABILITIES

Computer

- Microsoft Excel, Word, Access, and PowerPoint
- Peachtree
- Quicken
- QuickBooks

Office

- Computer
- 10 Key
- 45 WPM
- Fax Machine

MARIA B. SAVAYAN

1670 Rome Avenue Saint Paul, MN 55116 (651)-307-0254 savay004@umn.edu

EDUCATION:

University of Minnesota, Minneapolis, MN
Carlson School of Management
Master of Business Taxation December 2011
Awarded Fred Jacobs Diversity Scholarship 2010 and 2011

Passed all four sections of the uniform CPA exam April 2010

Metropolitan State University, St. Paul, MN
Bachelor of Science in Accounting May 2008
Minor: Economics
GPA: 3.70/4.00
Awarded RCB Management Scholarship 2008-2009

Century Community and Technical College, White Bear Lake, MN
Associate in Arts Degree May 2005

EXPERIENCE:

University of Minnesota, Department of Neuroscience, Minneapolis, MN
Program Support Assistant June 2010-present

- Provides clerical and administrative support to research personnel
- Performs data entry for research projects and related activities

AccountAbility Minnesota, Saint Paul, MN
Volunteer tax preparer January 2010-present

- Prepare Federal and State Tax returns for AAM customers using tax software (TaxWise)
- Answer tax related questions
- Work cooperatively with staff and other volunteers to provide high-quality service to customers
- Follow guidelines and procedures outlined in AAM's Volunteer Training Manual

University of Minnesota, Department of Accounting, Minneapolis, MN
Teaching Assistant September -December 2010

- Assist the instructor with creating exam question and in-class problems
- Answer course related questions from students in order to facilitate greater comprehension of course material
- Proctor exams and perform grading responsibilities

University of Minnesota, Department of Accounting, Minneapolis, MN
Volunteer tax Preparer March -April 2010

- Prepare Federal and State Tax returns for foreign national taxpayers
- Consult with taxpayers to resolve tax related issues
- Use CCH Prosystem fx tax software to prepare returns

Michael W. Gross

6197 Dell Lane S, Woodbury, MN 55125 -- 651.895.5994 -- Michael.Gross@my.uwrf.edu --

Experience United States Marine Corps Camp Pendleton, CA 2003–2007
Telecommunications Specialist

- Repaired Marine Corps tactical communications equipment to ensure operational integrity of the unit
- Leader of Marines in both wartime and peacetime environments
- Advisor/Trainer of Iraqi Army on communications with U.S. forces to increase functionality and mission success rate
- Awards include Joint Service Commendation Medal, Joint Service Achievement Medal, Good Conduct Medal, Iraqi Campaign Medal, Sea Service Deployment Ribbon, National Defense Medal, Global War on Terrorism Medal and NCO of the Quarter

Game Unlimited Hunt Club Hudson, WI 1991-2003
Assistant Manager

- Ran day to day operations at the age of 16 ensuring completion of daily work to ensure operational functionality
- Responsible for customer relations and club improvements
- Managed billing, finances and collections
- Repaired and maintained all club equipment to provide a improved customer experience

Education *University of Wisconsin- River Falls 2008-2011*
Expected Graduation Date (Fall 2011)
Bachelor of Science- Accounting
3.292 Overall GPA
3.167 Major GPA

Marine Corps Communications Electronics School 29 Palms, CA 2003-2004
Class NCO for duration of schooling, 2nd in class, Tutored junior Marines on communications and electronic equipment