

Joshua J. Bennett

jjbenn09@smumn.edu

Cell (651) 895-3583

Current Address

700 Terrace Heights #713

Winona, MN 55987

Permanent Address

2299 Shryer Avenue East

North Saint Paul, MN 55109

Objective

To obtain a challenging internship in accounting or finance where I can utilize my education, leadership, strong work ethic, and communication skills. Using my quick learning abilities, an introductory level of Spanish, and proficiency in Microsoft Word, Excel, Access and Powerpoint, I am confident I will be able to contribute to the success of the organization I am a part of.

Education

Saint Mary's University of Minnesota, Winona, MN	2009 – present
Bachelor of Arts Degree	Expected Graduation: Spring 2013
Double major: Accounting	Major GPA: 3.4/4.0
Sports Management	Major GPA: 3.4/4.0
	Overall GPA: 3.3/4.0
Student Athlete: Member of the men's basketball team	2009 – Present

Work Experience

Furlong's Liquor , Oakdale, MN	May 2011-Present
Cashier, Stock	
<ul style="list-style-type: none"> - Daily accounting records at the end of each night - Responsible for handling monetary transactions in excess of \$2000 per day - Organize and maintain a clean store - Assist handicapped or people in need, including deliveries to homes and carry-outs 	
Saint Mary's University of Minnesota , Winona, MN	2009-2010, 2011-Present
Intramural Referee	
<ul style="list-style-type: none"> - Organize and set up/take down playing fields - Guide intramural games to adhere to the rules and policies of the intramural department 	
Minnesota Youth Athletic Services , Many Locations, MN	Mar. 2010 – Jun. 2011
Baseball and Basketball Tournament Director	
<ul style="list-style-type: none"> - Used teamwork with another director to successfully run baseball and basketball tournaments - Communicated with players and coaches about rules 	

Activities

- Active participant in intramurals, including: basketball, dodgeball, volleyball, flag football, softball and whiffleball.
- Volunteer with North Saint Paul Basketball Association in running tournaments, communicating with coaches and players and assisting referees with score clocks and scoresheets
- Volunteer with North Saint Paul High School's men's basketball team. Assisting with youth basketball camps, youth basketball practices and high school practices
- Volunteer head coach for an 8th grade summer basketball team in numerous tournaments and practices

Ryan Kenneth Wagner

Current Address

700 Terrace Heights #1569
Winona, MN 55987
Cell (651) 747-7175

Permanent Address

8022 1st Street N
Oakdale, MN 55987
rkwagn09@smumn.edu

Profile

Ambitious student with a strong desire to continuously learn and grow in the accounting field.
Summary of Strengths include:

- Great communication and leadership skills
- Work well as an individual or in group settings
- Outstanding work ethic
- Proficient in Microsoft Word, Excel, PowerPoint
- Able to adapt to new challenges and quickly grasp new concepts
- Excellent oral communication skills

Education

Saint Mary's University, Winona MN

Expected May 2013

Bachelor of Arts Degree

Majors: Accounting and Sports Management

GPA: 3.2/4.0

Relevant

Amazon Entrepreneur, Oakdale MN

May 2010-Present

Experience

*Netted 30+k in media sales in two consecutive years

*Prepared taxes and kept accounting records for personal independent business

*Surveyed and researched for expanding product variation

*Managed, organized and increased inventory

*Developed and revised strategy to maintain 99+% customer approval rating

*Crafted financial statements for personal accountant

Other

National Sports Center, Blaine MN

April 2007-August 2009

Experience

Worked as assistant manager, promoted from cook/cashier. Balanced and monitored register after every shift.

Achievements/ Activities

Eagle Scout

April 2004-May 2009

Achieved the highest rank possible through a series of requirements. Led a service project of over 200+ hours. Coordinated the project design personally. Kept in constant contact with Shoreview Building and Ground Superintendent Gary Chapman. Supervised over 30 scouts and adults each day of the final two day project.

Mission Trip

February 2008

Travelled to Philadelphia, PA and Camden, NJ for a week of service. Tutored young children, reorganized a food shelf and promoted education.

Involved in Numerous Intramural Sports

*Flag Football *Basketball *Speedball *Soccer

Amy Daniels

5909 Dalton Ave SE
Delano, MN 55328
(763) 516-2937

W167 Thomas LN
Fountain City, WI 54629
amy.k.daniels@gmail.com

Objective:

To seek an internship position in the tax accounting field for the Summer of 2012 or Fall of 2013.

Career Profile:

- Detail-oriented, efficient and organized with extensive experience
- Strong analytical and problem solving skills, with the ability to make well thought out decisions
- Highly trustworthy and ethical
- Practical in the completion of projects in a timely matter
- Effective multi-tasking skills

Work Experience:

RadioShack, Winona, MN

2010-Present

Sales Associate

- Customer Service
- Performed end of day bank completions
- Keeps store clean and organized
- Performed both opening and closing duties

Winona State University: Education Department, Winona, MN

2009-Present

Desk Assistant

- Performs secretarial duties
- IFO Account journal entries
- Assisted professors with special projects
- Answered student questions

Delano School District #879, Delano, MN

2008-Present

Swim Instructor

- Teach American Red Cross swimming lessons
- American Red Cross certified Water Safety Instructor
- American Red Cross certified Lifeguard
- American Red Cross certified AED/First Aid
- Fill out and submit paper work to American Red Cross

Jimmy's Pizza, Medina, MN

2009-2011

Driver/Cashier

- Performed daily bookkeeping duties
- Performed both opening and closing duties
- Kept store and kitchen clean and organized
- Made and delivered pizza and other entrées
- Trained in new employees

Coborn's Superstore, Delano, MN

2005-2009

Video Department Cashier

- Performed both opening and closing duties
- Completed special projects for manager
- Trained in new employees
- Performed end of day cash drawer counts
- Employee of the Month January 2008

Education:

Bachelor of Science in Accounting (in progress)

2008-2012

AACSB Accredited College of Business
Winona State University, Winona, MN

Related Course Work:

Acct 211: Financial Accounting Principles	Spring 2009
Acct 212: Managerial Accounting Principles	Fall 2009
Acct 220: Accounting Computer Applications	Summer 2009
Acct 311: Intermediate Accounting I	Fall 2010
Acct 312: Intermediate Accounting II	Fall 2011
Acct 330: Accounting Information Systems	Spring 2011
Acct 362: Intermediate Managerial/Cost Accounting	Fall 2011
Acct 380: Financial Statement Analysis	Spring 2012
Acct 413: Advanced Financial Accounting	Spring 2012
Acct 421: Introduction to Taxation	Summer 2011
Acct 422: Advanced Taxation	Spring 2012
Acct 471: Auditing	Spring 2012

Related Computer Skills:

Windows 7, Mac OS, Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Peach Tree, Microsoft Dynamics Great Plains

Leadership Experience:

University Programming Activities Committee (UPAC)

"A student organization enhancing the college experience through entertainment"

Accounts Chair

2009-2010

- Created budget for the academic year
- Approved and denied large club purchases
- Tracked purchases and made necessary journal entries

Assistant Director

2010-2011

- Typed minutes during meetings
- Filled in on the director position when needed
- Held member events through out the year
- Represented club at Alliance of Student Organization (ASO)
- Gave bi-weekly club reports at Student Senate Meetings

Students Fees Management Committee (SFMC)

2009-2010

UPAC Seat

- One of six student seats
- Discussed and deliberated denominations for student fees

Warriors L.E.A.D. Series

Developing Warriors

Spring 2010

- National Center for Student Leadership: Certified Student Leader
- Learned skills to organize and run productive meetings
- Learned how to resolve and prevent conflict

Volunteer/Charity Work:

Big Brothers Big Sisters

2011-Present

Relay for Life: Winona State University

2010-Present

"Experience is what you get when you don't stop trying."

MNDot
Surveyor

Michael J. Fischer, Jr., LSIT

8804 Van Buren Street NE

Blaine, MN 55434

Home: 763-784-8950 Cell: 763-300-7257

fischer_mjfr@hotmail.com

Summary of Qualifications

- Detail-oriented, efficient and organized professional.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Proficient with Microsoft Software: including Word, Excel, PowerPoint, Publisher, and internet.

Financial Experience

Realtor/Loan Officer, Minnesota One Mortgage, Real Estate & Title Services, Saint Paul, MN (9/2004 – 5/2005)

Loan Officer, NovaStar Home Mortgage, Blaine, MN (2/2004 – 8/2004)

- Analyzed credit reports to qualify potential borrowers.
- Assisted mortgage loan borrowers with the selection of a mortgage for home purchase or refinance.
- Originated \$1.1 Million in mortgage loans.

Office/Sales Manager, Apex Computer, Spring Lake Park, MN (3/2003 – 1/2004)

- Invoiced and tracked Accounts Receivable utilizing QuickBooks.
- Prospected for new clients by cold calling, networking and direct mail campaigns.
- Managed existing customers' day-to-day service and sales needs.

Other Employment History

Transportation Generalist – Senior, Minnesota Department of Transportation, Oakdale, MN (2/2009 – Present)

- Assist crew chief with construction layout on various sized projects including a \$130 million project.
- Conducted boundary, section corner, utility, and topography location surveys.
- Researched legal documents via county and state government to complete legal documents.
- Translated grade information from construction plans to staking notes.
- Assisted in completion of grade and post-construction plans.
- Member of the MNDOT Surveyors Tech Conference planning committee.

LSIT/Survey Crew Chief, Northwestern Surveying and Engineering, Bemidji, MN (5/2008 – 2/2009)

- Crew Chief on Army Corps of Engineers project worth \$31 million.
- Managed and scheduled crews with up to 5 employees.

Survey Crew Technician, Sunde Land Surveying, Bloomington, MN (12/2006 – 4/2008)

Survey Crew Technician, RLK, Inc., Ham Lake, MN (5/2005 – 12/2006)

- Trained new employees on proper survey techniques
- Assisted crew chief with efficient accomplishment of duties

Business Development Manager, Lighthouse Communications, Eagan, MN (8/2002 – 2/2003)

- Responsible for selling Internet Service Provider products to business clients.
- Prospected for new clients by cold calling and networking.
- Conducted contract negotiations with clients.

Structural Steel Detailing Technician, Lucas Corporation, Blaine, MN (8/2001 – 8/2002)

- Designed structural steel components for structural rigid frame buildings.
- Detailed multimillion dollar buildings with no supervision after two months.

Military Experience

Information Management Specialist, United States Air Force - Active Duty (7/1995 – 7/1999)

- Headquarters NORAD/USSPACECOM, Peterson AFB, Colorado Springs, CO
- Armstrong Laboratory, Brooks AFB, San Antonio, TX

Michael J. Fischer, Jr., LSIT

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Volunteer Work

Civil Air Patrol, Anoka County Composite Squadron (8/2011 – Present)

- Assistant Personnel Officer for 110 person unit
- Handle all personnel issues including membership and promotion actions
- Recently promoted to 2nd Lieutenant

Education

B.S. in Accounting, Metropolitan State University, Saint Paul, Minnesota (Expected 2015)

B.S. in Telecommunications Systems, University of Wisconsin – Stout, Menomonie, Wisconsin (2001)

A.S. in Geomatics and Mapping Sciences, Saint Paul College, Saint Paul, Minnesota (2006)

A.A.S. in Information Management, Community College of the Air Force, Montgomery, Alabama (1999)

Professional Licenses

Land Surveyor in Training (LSIT): Minnesota Board of AELSLAGID, #132406

Activities & Honors

Kopp Presidential Scholarship for Academic Excellence – Saint Paul College

Joint Service and Air Force Achievement Medals, Air Force Good Conduct Medal

Additional

Held 1997 Special Background Investigation for Top Secret/SCI security clearance

Megan M. Holzworth

1133 Country Drive
Winona, MN 55987
(507) 450-5762
mholzworth07@winona.edu

Objective Obtain an Internship in the Accounting field.

Education

Bachelors of Science

May 2013

Winona State University, Winona, MN

Majors: Accounting / Management Information Systems

- Cumulative GPA: 3.58
- Dean's List
- Accounting Association Vice President
- Warriors L.E.A.D.
- Working towards 150 credit hours required for CPA
- Deloitte ELSP (Emerging Leaders Student Program)

Related Coursework: Intermediate Financial Accounting I and II, Intermediate Cost/Managerial Accounting, Accounting Computer Systems, Accounting Information Systems, Introduction to Tax, Decision Support Systems, Management Information Systems, and Business Law I and II

Related Experience

Audit Intern

May 2011- Aug 2011

Minnesota Office of the State Auditor, Rochester, MN

- Perform financial and compliance audits for local counties
- Verbally and electronically communicate with an audit team and clients
- Use of time management from working within a budget
- Qualifying experience towards CPA requirement

Purchasing Assistant

Mar. 2011-May 2011

TRW, Winona, MN

- Create credit/debit memos
- Create Purchase Order Amendments
- Verbally and electronically communicate with TRW's buyers and vendors

Additional Experience

Shift Manager/Cashier

May 2006-Present

Kentucky Fried Chicken, Winona, MN

- Calculate and deposit nightly sales
- Supervise and communicate with a team of employees
- Resolve customer and employee issues

Volunteer Work

Job Shadow

Dec. 2010-Jan. 2011

Watlow Electric, Winona, MN

- Observed the operations within a Lean organization
- Engaged in one on one activities with several members of the Controls Leadership Team

Activities/Interests: Scenic trails/paths, mythical novels, double shot caramel lattes, and traveling

Joe Murray

517 S. Home Avenue Park Ridge, Illinois 60068 ▪ Cell Phone: (847) 714-7187 ▪ Home Phone: (847) 698-6912

E-Mail: jjmurr09@smumn.edu

Education

Saint Mary's University of Minnesota

Winona, Minnesota

·Bachelors Degree in Accounting

Anticipated May, 2013

·Member of Men's Varsity Basketball Team

·Accounting Club Member

Internship Topco-Skokie, Illinois

Summer 2011

·Translated budget into Microsoft Excel files

·Analyzed vendor statements and checks

·Forecasted revenue based on previous month's sales

·Calculated Rebate accruals based on purchase volume

·Reconciled cash receipts to billing for clean up project

·Gained 400 hours of in depth accounting experience

Work Experience

Target -Niles, Illinois

January 2009- March 2010

·Cart Attendant/ Cashier/ Guest Service Attendant

·Balanced Register, satisfied customer complaints, and explained detailed return policy

·Two Time Employee of the Week

Sunset Ridge Country Club-Northfield, Illinois

May 2010- August 2010

·Driving Range Golf Picker

·Accounted for all equipment used on the range

·Assisted members on driving range

Skills

·Well trained in Microsoft Excel from months of accounting work experience

·Took courses in Federal Taxation, Governmental Accounting, Cost Accounting and Accounting Information Systems

Wenni Lu

w1lu@csbsju.edu

37 S College Avenue PO Box 1997
St Joseph, MN 56374
Cell phone: 320-282-3688

8-1-1204 Qionglou Road 516
Qingyang District
Chengdu, Sichuan 610091
China

OBJECTIVE: To apply for summer 2012 internship in accounting related field

EDUCATION: Bachelor of Arts

Graduation: May 2013

College of Saint Benedict (CSB), St. Joseph, MN

Major: Accounting

Major GPA: 3.67

Scholarship: International Student Scholarship, Kelly Foundation Scholarship for Entrepreneurship

LANGUAGE SKILL: Bilingual in Chinese (native speaker) and English

RELATED EXPERIENCES:

News Department Intern, Sichuan Radio and Television Corporation, Chengdu, China

Summer 2011

- Initiated, planed and developed news topics related to economic development of Sichuan
- Covered news related to economic development of Sichuan
- Interviewed people related to my covered news

Entrepreneurship Scholar, Donald McNeely Center for Entrepreneurship Center, CSB, MN

Fall 2010-Spring 2013

- Conducted research and feasibility studies to develop a fashion website for campus community
- Participated in business trips including Silicon valley (California), Hong Kong, Shanghai, Guangzhou, Shenzhen to meet with successful entrepreneurs and businesspeople
- Acted as a liaison/translator for trip participants while traveling in China

Career Assistant, Career Resource Center, College of Saint Benedict, St. Joseph, MN

Fall 2010

- Assisted students in using resources and other information related to career/major decision-making
- Initiated, planed and develop career workshops and programs
- Educated about and critique students' resumes, cover letters, and interviewing skills
- Created and distributed marketing efforts for programs using various media

Student Participant, the 56th Harvard Model United Nation Conference, Boston, MA

February 2010

- Discussed, proposed plans and resolutions for global issues related to global politics

Member, Student Employment Leadership Team, College of St Benedict, St, Joseph, MN

Fall 2010-Present

- Plan and facilitate Student Employment Leadership Development classes

ADDITIONAL EXPERIENCES

Circulation Desk Assistant, Clemens Library, College of St Benedict, St. Joseph, MN

Fall 2009-Present

- Answer basic research reference questions (when reference librarians are away)

Tutor, Kidstop Program, Boys and Girls Club, Kennedy Elementary school, St. Joseph, MN

Fall 2010

INTERESTS:

Professional development training: Women's Leadership, Inspiring Leaders Certificate Program

Sports: swimming, dancing

Music: Guzheng (Chinese traditional instrument)

Jaime Anderson

901 6th Street NW
Kasson, MN 55944
Cell: (507) 696-0640
and01295@d.umn.edu

OBJECTIVE

Seeking an Internship to gain experience in Accounting and/or Health Care Management that would further develop my skills for a long-term career

EDUCATION

University of Minnesota Duluth

Bachelor of Accounting and Health Care Management

Expected 2013

Deans List, Fall 2010-Spring 2011

Kasson-Mantorville High School

June 2009

Graduated with high honors

SKILLS/ABILITIES

- Productive worker with solid work ethic
- Mature listener and communicator
- Creative and motivated thinker
- Highly organized and practical
- Trustworthy team player
- Welcome and open to new ideas
- Committed to excellence and success
- Active and friendly volunteer

WORK EXPERIENCE

Assembly/ Electronics, SPX Service Solutions, Owatonna, MN

May- August 2010; May- August 2011 (Seasonal)

- Assembled and constructed electrical units on an individual basis as well as with other team members
- Programmed and tested units in a timely manner to meet production demand deadlines
- Communicated discrepancies or required changes to area supervisors and completed necessary paperwork

Hostess, Bakers Square Restaurant, Rochester, MN

June- September 2008 (Part time)

- Provided excellent customer service and courtesy along with displaying a professional attitude
- Welcomed and seated guests and handled payment transactions

ACTIVITIES

Students Engaged in Rewarding Experiences (S.E.R.V.E.) member

Fall 2009- Current

- 2011 Fundraising Specialist
- Volunteer within the Duluth community

Colleges Against Cancer (CAC) member

Fall 2009- Current

- Organize Relay for Life on campus: recruit members and inform interested individuals

University of Minnesota Duluth (UMD) Accounting Club member

Fall 2009- Current

- Attend information meetings and network with local company guest speakers

COURTNEY BISCHOF

Permanent:
13056 76th St SE
Lisbon, ND 58054

Current:
2617 Minnesota Ave NE
Bemidji, MN 56601

bisc1cou@live.bemidjistate.edu
701.680.3549

OBJECTIVE

Seeking an accounting internship with a private or public accounting company for May 2012.

EDUCATION

Bemidji State University [Bemidji, MN] August 2009 – May 2013
Bachelor of Science in Accounting Cumulative GPA: 3.30
Minor in Fraud Examination. Awards: Dean's List

RELATED WORK EXPERIENCE

H & R Block: Client Service Representative [Bemidji, MN] December 2010 – Present
Provide support for tax professionals to ensure a positive experience
Interact with customers to fully understand needs and details
Engage in tax preparations and income tax training by working hands on with coworkers and clients

WORK EXPERIENCE

Holiday Inn Express: Front Desk Receptionist [Bemidji, MN] November 2010 – Present
Manage and assist guests in a timely and professional manner with their stay
Maintain appointments, filing, records keeping, data entry and customer assistance
Perform administrative duties by keep financial records of daily guest transactions for their current and future stay

Bemidji State University: Residential Assistant [Bemidji, MN] August 2010 – May 2011
Writing detailed reports, keeping accurate records, and maintaining good communication
Compose a community by living together in a similar location and being readily available to help create a sense of connectedness and union in the living space.
Directly helping the residents as individuals by listening and understanding situations

LEADERSHIP AND TEAMWORK EXPERIENCE

Bemidji State University, Accounting Club [Bemidji, MN] 2010-Present
Active member in group projects by contributing program ideas and opportunities

Intramural Volleyball [Bemidji, MN] 2009-Present
Captain of sand and indoor volleyball league, twice a semester

National FFA and 4-H Organization [Lisbon, ND] 1996 - 2010
Served as Chapter President, Vice President, and Assistant Officer

INTERESTS

My interests include hunting and fishing, traveling, showing pigs and horses, dancing, and volleyball.

SKILLS

Knowledge of PC and Macintosh formats: Word, Excel, PowerPoint, QuickBooks, Appointment Manager, and extensive research using Internet Explorer.

References Available Upon Request

DANA M. BJORGE

Present Address

1807 Birchmont Drive Northeast
Bemidji, MN 56601
(763) 245-4272 (cell)

bjor1dan@live.bemidjistate.edu

Permanent Address

9528 Fox Valley Drive
Corcoran, MN 55340
(763) 420-2833

OBJECTIVE To obtain an internship in an accounting firm for the summer of 2012, and to gain experience and exposure to the business and accounting world

EDUCATION

Bemidji State University
Bachelor of Science Degree
Majors: **Accounting** (GPA 3.62)/**Business Administration** (3.75)
Minor: **Spanish**
Emphasis: **International Business**
Cumulative GPA: 3.66, Dean's List all semesters, Honors Program Student

Bemidji, MN
2009-May 2013

WORK EXPERIENCE

Bemidji State University Honors Office

Student Worker

- Administer, compile, and analyze courses and instructor evaluations
- Manage small administrative office tasks
- Coordinate the Honors Lecture Series

Bemidji, MN
2010-Present

Child Care Provider

Nanny

- Assist with daily living
- Plan and innovate activities for children

Maple Grove, MN
Summers 2009-2011

COMMUNITY SERVICE/AWARDS

Bemidji State University

Outstanding Student Organization Leader Award

Bemidji, MN
Spring 2011

Hanover Community Scholarship

Miss Hanover

- Attend community functions
- Act as a role model for younger girls
- Represent the community in other cities across Minnesota

Hanover, MN
August 2009-2010

Hanover Athletic Association

Youth Girls Softball Coach

- Motivate young girls to do their best
- Teach and model good sportsmanship
- Refine skills of throwing, catching and hitting

Hanover, MN
Summer 2009-2011

COLLEGE ACTIVITIES

Bemidji State University Student Association Student Senate

Co-Chair of University Affairs Committee
Senator

Fall 2011- Present
Fall 2009- Spring 2011

ACTIVITIES/HOBBIES

Reading, camping, and baking/cooking

REFERENCES

Available upon request

Anthony Martin
1521 Merryview Lane
Hibbing, MN 55746
(218)-966-7256
mart1ant@live.bemidjistate.edu

OBJECTIVE:

Internship in the Public Accounting field during the Summer of 2012

EDUCATION:

Bemidji State University, Bemidji, MN
Bachelor of Science Degree
Major: Accounting
Graduation Date: 2013

Hibbing Community College, Hibbing, MN

Worked full time while attending Hibbing Community College

- 16 credit load per semester
- Cumulative GPA – 3.25

RELATED COURSEWORK:

- Spreadsheets & Advanced Spreadsheets
- Visual Basic 1 & 2
- Java, PHP, & SQL Programming
- Macro & Micro Economics
- Principles of Accounting 1 & 2
- Cost Accounting
- Government Accounting
- Intermediate Accounting

SKILLS:

Proficient with computers, MS Office, Windows XP, Windows 7, and the Internet

EXPERIENCE:

Furin & Shea Welding and Fabricating, Hibbing, MN

May 2008 - July 2011

- Welder / Fabricator May 2011 – July 2011
- Burn Table Operator / Programmer September 2009 – April 2011
- Industrial Painter August 2008 – April 2009
- Laborer May 2008 – July 2008

INTERESTS:

Hockey, Hunting, Snowboarding, Aggressive Rollerblading

REFERENCES:

Available upon request

Beth Butler

bube0901@stcloudstate.edu

320-760-6737

8636 E LK Carlos Dr NE

Carlos, MN 56319

OBJECTIVE

To obtain an Internship that will enhance my education in Accounting and Finance.

EDUCATION

Bachelor of Science

St. Cloud State University,

Majors- Accounting and Finance

GPA: 3.39

College of Saint Benedict,

General Education

Winona State University,

General Education

August 2009- Present

Anticipated May 2013

St. Cloud, MN

January 2009- May 2009

St. Joseph, MN

August 2008 - December 2008

Winona, MN

WORK EXPERIENCE

Server,

Eddy's Interlachen Inn,

May 2010 -present

Alexandria, MN

- ◆ Provide quality customer service ensuring customers are satisfied with dining experience.
- ◆ Process and receive cash receipts.
- ◆ Ensure food is served prompt and timely and address customer complaints.

Bank Teller,

First State Bank of Alexandria,

May 2010 -August 2011

Alexandria, MN

- ◆ Perform bank teller functions including cashing checks, accepting deposits and preparing cashier checks.
- ◆ Provide customer service by answering question regarding their account both in person and on the phone.

Administrative Support,

Small Business Development Center,

August 2010 - May 2011

St. Cloud, MN

- ◆ Assist with database management.
- ◆ Greet clients, provide information, and schedule appointments.
- ◆ Provide phone coverage and receptionist duties.

Office Assistant,

Century Chiropractic Center,

March 2005-July 2010

Alexandria, MN

- ◆ Provide customer service both in person and over the phone regarding appointments and billing questions.
- ◆ Concentrated work on detail in compiling patient statistics.
- ◆ Assure that patients performed exercises properly and safely.

OTHERS INTEREST AND ACTIVITIES

Member of: National Society of Collegiate Scholars

National Honor Society

Vice President of St. Cloud State Accounting Club

Microsoft Office Excel Certified

Volunteering with VITA (Volunteer Income Tax Assistance)

Over five years of customer service experience, strong mathematics skills, and special skills in deposits and closing out cash.

Evan Glasson

1009 6th Ave S Apt 102—St. Cloud, MN 56301—(320) 583-5640—
glev0701@stcloudstate.edu

OBJECTIVE:

To obtain an internship that develops my accounting and professional skills.

EDUCATION:

4th Year (Senior) Student

Bachelor of Science in Accounting

Anticipated: May 2013

St Cloud State University, St. Cloud, MN

- GPA: 3.71

-Earning 25% of expenses working 20-25 hrs a week and attending class full-time

EMPLOYMENT:

Food Service Member, U of M Extension, St. Paul, MN **Seasonal Summer 2006-10**

- Served hundreds of 4-H campers daily, improving service and assistance skills. At times, worked 15+ hour days.
- Performed house cleaning duties such as washing dishes, preparing food, and recycling and disposing of trash.

Stockperson, Cash Wise/Coborn's, Hutchinson/St. Cloud, MN **Sept 2006-Current**

- Stock shelves, monitor inventory and merchandise, build displays, occasionally carry out orders from suppliers, and work truckloads. Occasionally work as the Manager on Duty, ensuring that these tasks are completed by other coworkers.
- Involved in a large amount of customer interaction, including assistance, special requests, and service in person and over the phone.

Bookkeeper, Coborn's, St Cloud, MN

Sept 2010-Current

- Reconcile each cashier's register with computer records using software and banking technologies
- Required to have attention to detail, accuracy of work, basic math skills, and knowledge of the computer system used.

HONORS AND ACTIVITIES:

"Foundation" & "Dennis and Barb Gregory

Scholarship" Recipient, SCSU

2009-2010 (2-yr) & Fall 2010

Employee of the Month, Cash Wise, Hutchinson, MN

August 2009

Member, Intramural Co-Ed Softball, SCSU

Spring 2009-2011

Teaching Assistant, Communication Studies 491, SCSU

Aug-December 2009

Member, SCSU Accounting Club

September 2010-Current

Logan Kalis
2900 Birchmont Dr. NE
Bemidji, MN 56601
(320) 630-5337
logan.kalis@live.bemidjistate.edu

OBJECTIVE

To obtain an accounting internship for summer 2012.

EDUCATION

Bemidji State University, Bemidji, MN
Bachelor of Science Degrees Anticipated May 2014
Major: **Accounting**
Emphasis: **CPA**
Major: **Business Administration**
Emphasis: **Finance**
Overall GPA: **3.09**

WORK EXPERIENCE

Event Staff, Bemidji State University, Bemidji, MN 2009-present
• Operate scoreboard for football
• Assist with event set up
• Goal Judge for hockey, as well as help coordinate event
• Volleyball Statistician

Laborer, Westaff, St. Cloud, MN Summers 2010-2011
• Worked in the kitchen at a military base
• Assisted a construction crew
• Other work included assembly and cleaning

COMPUTER EXPERIENCE

MS Office: Word, Excel, Access, PowerPoint

COLLEGE HONORS AND ACTIVITIES

Baseball 2009-present
• Bemidji State University
Accounting Club 2011-present
Student Athlete Advisory Committee 2011-present
• Halloween Committee
Dean's List

INTERESTS

Racquetball, weight lifting, fishing, hunting, hockey, reading, and travel

REFERENCES

See attached page

ERAN C. YOUNG

eran.young@live.bemidjistate.edu

9360 Raspberry Court NE
Bemidji, MN 56601
218-444-1929

P.O. Box 3145
Bemidji, MN 56619-3145
cell 218-556-3211

EDUCATION

Bemidji State University, Bemidji, MN
Bachelor of Science Degree(s)

Major:	Accounting	May 2013
Emphasis:	CPA	
Major:	Finance	May 2013
Major:	Mathematics	1997
Emphasis:	Computer Science - Information Systems	
Cumulative GPA:	3.85	

WORK EXPERIENCE

Dwayne Young, Inc.

Bemidji, MN

Cost Estimator

January 1997 to November 2010

- Read/analyzed/interpreted construction plans/specs (both architectural & structural drawings).
- Developed cost estimates (ranging from \$5,000 to \$2,000,000 - \$3,000,000) for residential, commercial & municipal building projects.
- Estimated steel stud framing, drywall/taping, EIFS, lath/stucco, interior plaster, spray fireproofing, steel roof trusses, associated acoustical & firestopping, rough/finish carpentry, misc. specialty items & minor demolition.
- Prepared submittals for general contractors/construction managers (to illustrate compliance with project/spec requirements).
- Created material lists & purchase orders.
- Produced RFI's ("Request For Information") & submitted to project architect.
- Generated cost changes ("Change Order" Proposals).
- Kept up-to-date with ever-changing building/construction code requirements.
- Anticipated problems related to my company's line of work & conducted research/investigations to obtain solutions.
- Identified conflicting details between architectural & structural drawings & communicated with architects & structural engineers to reach solutions.
- Communicated with project foremen to determine which methods of construction were most effective & enforced construction practices which helped maximize company profits without compromising quality & violating acceptable building practices.
- Coped with deadlines for all activities described above by working late nights & weekends on several occasions.

COMPUTER EXPERIENCE

- Quick Bid & On-Screen Takeoff (Construction Estimating Software)
- Microsoft Office 2007 (Word, Excel, PowerPoint, Access) & Windows 7 operating system.
- Microsoft Dynamics GP (accounting "ERP" software)
- Successfully completed the MOS (Microsoft Office Specialist) Certification Exam - Excel 2007. **October 2010**

AWARDS

"Outstanding Student in Mathematics" April 1996 & April 1997

Given to the Junior & Senior Math major who has the highest GPA in Mathematics and has a high overall GPA.

CLUBS & ASSOCIATIONS

Accounting Club @ Bemidji State University
Mathematical Association of America (MAA)
MN Society of Certified Public Accountants (MNCPA)

REFERENCES

See attached reference page

Todd Jones

BSU Address: Pine Hall #304
2005 Birchmont Dr NE
Bemidji, MN 56601-1014

Permanent Address: 7452 County Road 39 NE
Monticello, MN 55362
(763)-295-5406

Objective To obtain an internship for the summer of 2010.

EDUCATION

Bemidji State University, Bemidji, MN
Bachelor of Science Degrees May 2014
Majors: Accounting and Business Management
Emphasis: Management Information Systems
GPA: 3.79

EXPERIENCE

Monticello County Club, Monticello, Minnesota
Cart Attendant Summers 2006-2011

- Responsible for making sure golf carts were cleaned and charged for the next day.
- Provided basic driving range maintenance.
- Assisted desk manager in checking out customers when necessary.

River City Extreme Bowling Alley, Monticello, Minnesota
Arcade Employee September 2009-August 2011

- Served customers at prize counter, giving change when needed and distributing prizes.
- Provided maintenance to games and other machines that were broken or malfunctioning.
- Assisted in converting storage room into an organized system.

Kmart, Monticello, Minnesota
General Associate September 2008-August 2009

- Responsible for stocking and organizing inventory on shelves.
- Served as a cashier, checked out customers, helped deal with any discrepancies in price.
- Answered customers' questions concerning location or quality of merchandise.

COMPUTER SKILLS

Microsoft Certification of Competence with Microsoft Excel
Familiar with: Word, PowerPoint, Access

AWARDS AND ACHIEVEMENTS

National Honor Society Fall 2010-Present
Three time Academic Letter Spring 2008-2010
George Neilson Academic Achievement Scholarship Summer 2010

Todd Jones

BSU Address: Pine Hall #304
2005 Birchmont Dr NE
Bemidji, MN 56601-1014

Permanent Address: 7452 County Road 39 NE
Monticello, MN 55362
(763)-295-5406

References

Dave Massaglia
Professor
Bemidji State University
Box #30
1500 Birchmont Drive
Bemidji, MN, 55601
(218)-444-6685
dmassaglia@bemidjistate.edu

Beth Walter
Manager
River City Extreme
3875 School Boulevard
Monticello, MN, 55362
(763)-271-5531
beth@rivercityextreme.com

Kristy Dostal
Manager
Monticello Country Club
1209 Golf Course Road
Monticello, MN, 55362
(763)-271-0158
kristidostal@hotmail.com

SAMANTHA RAE DUNFEE

236 West Kent Road
Duluth, MN 55812
Samantha.dunfee11@gmail.com
507-261-0356

OBJECTIVE

To obtain a position as an accountant intern with a respected firm.

SUMMARY OF QUALIFICATIONS

- Strong communication and writing skills
- Attention to detail by following directions and task processes
- Experienced with accounting and financial analysis from college courses

EDUCATION

University of Minnesota Duluth Graduation: December 2013
Bachelor of Arts in Accounting and Finance, Psychology Minor
Cumulative GPA: 3.816 (4.00 scale)

ACTIVITIES/HONORS

Dean's List 4 out of 4 semesters
Academic scholarships - Iron Range Merit 2009 – 2010
Accounting Club member 2009 – Present
Kaplan CPA Review Campus Representative September 2011 - Present

PROFESSIONAL EXPERIENCE

Spend a Day with Baker Tilly Virchow Krause Accounting Firm August 2011

WORK EXPERIENCE

Waitress

Little Angie's Cantina, Duluth, Minnesota May 2011 – Present
Three 31 Bar and Grill, Rochester, Minnesota February 2009 – August 2010

- Executed cash and credit transactions professionally and quickly
- Prepared facility for next business day by cleaning and organizing the building
- Communicated with customers to develop personal business relations

Beverage Cart Driver, Waitress and Bartender

Willow Creek Golf Course, Rochester, Minnesota August 2008 – August 2009

- Processed food and drink orders through cash and credit transactions for golfers
- Developed strong relationships with golfers along the course by providing them with good customer service

Server

Rochester International Event Center, Rochester, Minnesota May 2007 – June 2010

- Organized and monitored tables for weddings and business events for up to 400 people
- Assisted in serving 200-400 people entire courses during events
- Inspected facility and prepared for the next day's event

REFERENCES AVAILABLE UPON REQUEST

ASHLEY MERTENS
merte066@d.umn.edu
218-230-0294

825 Partridge St. Apt. 208
Duluth, MN 55811
Until May 31st, 2012

1210 12th Ave SE
East Grand Forks, MN 56721
After May 31st, 2012

OBJECTIVE

A summer internship in accounting.

EDUCATION

University of Minnesota Duluth

Bachelor of Accounting May 2013

Major: **Accounting** Minor: **Biochemistry** Overall **GPA 3.7/4.0**

Will complete 150 credits by graduation

EXPERIENCE

Concessions, River Cities Speedway, Grand Forks, North Dakota, Summers 2008-Present

- Carried out customers' requests by taking orders, retrieving food or drinks, and collecting payment.
- Maintained composure, patience, and promptness in pressured situations.

Hall Orientation Team (H.O.T), University of Minnesota Duluth, Duluth, Minnesota

- Attended training sessions to define goals, interact with other members and leaders, and prepare signs for posting.
- Served as a welcoming ambassador during freshman move-in days in addition to directing residents and parents moving into rooms
- Interacted with students: answered questions, gave directions, and helped ease new students' transition into college life

Sales Associate, Victoria's Secret, Grand Forks, North Dakota, Summer 2011

- Worked as a team alongside managers towards daily goals, projected sales plans, and merchandise layouts
- Conducted conversation with customers, and assisted them one on one in finding merchandise
- Handled monetary transactions between myself and customers, as well as informed them of upcoming events.

ACTIVITIES

UMD Accounting Club Fall 2012

UMD Volleyball Club Fall 2012

Kirby Leadership Institute Spring 2010-Fall 2012

Intramural Volleyball and Basketball Fall 2009- Fall 2012

References available upon request

Lisa Huibregtse

4617 Heights Dr., Columbia Heights, MN 55421
Cell: 360-606-5513 : huibli@metrostate.edu

September 27, 2011

RE: Accounting Opportunity

I strongly believe that I am a good fit for your company and would love the opportunity to become a valued member of your team.

My educational pursuit of obtaining the Certified Public Accountant certification and meritable past work experience has equipped me with the tools necessary be a valuable asset to your organization . Personal strengths such as enthusiasm, dedication, and excellent interpersonal relationships set me apart from others, and highlight my intellectual accomplishments. I eagerly await my opportunity to enter the accounting profession! I have completed several core classes including Financial Accounting I, Financial Accounting II, and Managerial Accounting. I am now currently studying Financial Reporting and Finance.

I look forward to a personal meeting during which time we can discuss both your needs and this exciting opportunity in greater detail.

I welcome the opportunity to contribute my skills to your team.

Sincerely,

Lisa Huibregtse 360-

606-5513

huibli@metrostate.edu

LISA HUIBREGTSE

4617 Heights Dr., Columbia Heights , MN 55421
Cell: 360-606-5513 : huibli@metrostate.edu

Summary

Skilled accounting student with 2+ years of coursework and 2 years of experience in AR/AP

Highlights

- Individual tax returns
- Federal/State tax preparation
- AP/AR Experience
- Inventory level management
- Hard Working
- Positive attitude
- Professional Relationships

Experience

Administrative Assistant Assistant to Plant Manager

September 2006 to February 2009

L J Smith Stair Systems – Portland, OR

In charge of all purchasing/receiving transactions and negotiations. Assisted in the creation of vendor contracts for outside vendors.

Executed accounts receivable and accounts payable reporting and reconciliation procedures.

Inventory control; Completed monthly, quarterly and annual Inventory audits, reconciliations, and accruals.

Collected and reported monthly expense variances and explanations.

Fluent with Microsoft Office

Senior Sales Representative Assistant to the District Manager

2005-2006

Interstate Connections – Portland, OR

Managed inventory control and employee training

Daily interaction with customers, providing outstanding internal and external customer service

Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.

Education

Metropolitan State University 2013

Minneapolis, MN

Accounting

Bachelors Degree: Coursework includes: Financial Reporting, Marketing, and Finance

Clark Community College 2011 Cumulative GPA 3.40

Vancouver, WA

Accounting Transfer (AA equivalent)

Vice Presidents List Spring, Summer, and Fall 2010

Related coursework: Financial Accounting, Managerial Accounting, Statistics, Microeconomics, Macroeconomics, Business Law and Calculus.

NICHOLAS LEE SIGURDSON

952 - 221-3360
sigur023@d.umn.edu

16033 Dawn Drive,
Minnetonka, MN 55345
952 - 937- 6033
June – August 2012

1111 E 9th Street
Duluth, MN 55812
952 – 221 – 3360
September 2011 – May 2012

OBJECTIVE

To obtain an accounting position in a financial institution that will make the shareholders confident in the financial direction of the company's future by the accurate management of the bottom line.

EDUCATION

University of Minnesota Duluth – UMD
Bachelor of Accounting
Bachelor of Finance

Expected graduation May 2013
Total credits to be earned 173
GPA: 3.144/4.000

COURSE WORK

Corporate Finance
Managerial Accounting
Financial Accounting

Individual Income Taxation
Intermediate Accounting I & II
Accounting Information Systems

Advance Writing
Tools of Accounting
Small Business Initiative

EXPERIENCE

Server/Host, Famous Dave's BBQ; Minnetonka, MN, 2007 – Present

- Assist over 100-200 customers in a fast-paced hectic restaurant environment
- Mediate conflicts using a "customer first" approach to ensure resolution and satisfaction
- Mastered table service management system in less than one week, increasing food service accuracy
- Maintained perfect attendance record as a host and server
- Promoted from a host to a server in less than 3 years time
- Excellent relationship builder and works effectively with all levels of staff and management.
- Highly motivated team contributor with a proven ability to lead and influence others.
- Smooth ability to take on multiple tasks while being courteous to others

Referee, Minnetonka Lacrosse Association; Minnetonka, Minnesota, 2003 – 2010

- Promote good sportsmanship through controlling the game with the players, coaches and spectators
- Stay current with the Minnesota State High School and Youth League rules
- Facilitate conflicts at the same time as ensuring the rules of the game are followed
- Proven reliability by being prepared with equipment and arrive promptly for every game
- Ensure games are covered by being flexible on my schedule to accommodate last minute requests

Player (Goalie), Duluth Lacrosse Association; Duluth, Minnesota 2008 – 2011

- Manage academic, travel and practice schedule
- Develop teamwork and leadership skills
- Personal responsibility and motivation to shape a positive culture
- Commitment with priorities through a very comprehensive program

Volunteer, Playing To Win For Life; Minneapolis, MN, 2003 – Present

- Volunteer for ALS annual charity walk
- Assist in coordinating the charity walk day activities by handling food preparation and registrations
- Collect the on-site donations and ensured they went to the ALS research funds.
- Supervise children activities and hand out prizes

ACTIVITIES

UMD Accounting Club
Intramural Soft Ball, Flag Football, and Hockey

References and Portfolio Available Upon Request

Jennifer M. Goble

2631 Ridge Court * White Bear Lake, MN 55110 * (651) 470-9350 * jmg56558@bethel.edu

EDUCATION

Bethel University, St. Paul, MN

Degree: B.A. in Accounting

Expected Graduation Date: May 2013

GPA: 3.92

WORK EXPERIENCE

Accounting Intern/Para-Professional

Office of the State Auditor

Saint Paul, MN

May 2011 – Present

- Analyze financial statements of 892 townships in Minnesota
- Classify and analyze audit reports provided by townships, cities, and special districts
- Review reporting forms of Minnesota local governments
- Assist the preparation of the State Auditor's publications on financial information from Minnesota local governments
- Discuss classification problems with the local government finance officers on a daily basis
- Assist in developing policy recommendations on the implementation and enforcement of reporting standards as prescribed

Tax Preparer

AccountAbility Minnesota

Saint Paul, MN

Jan 2011 – May 2011

- Served as a tax preparer for low income families
- Coordinated closely with site managers in tax preparing efforts
- Moderated superior customer service while preparing taxes
- Interacted with customers on a personal level
- Gained IRS tax preparation certification through the IRS Individual Taxation Examination

LEADERSHIP EXPERIENCE

Director of Accounting

Bethel University Business and Economics Association

Saint Paul, MN

Aug 2011 – Present

- Moderate leadership for the Business Accounting students at Bethel University
- Organize and contact potential site visits to accounting firms, such as Deloitte
- Mentor accounting students to help them figure out the best career path for them specifically
- Interact with professors to plan beneficial events for club members.

VOLUNTEERING OPPORTUNITIES

Community Volunteer

Lunches of Love

Saint Paul, MN

Jan 2009 – Dec 2009

- Organized cooking efforts for the lunch that was to be served to 3-18 year old children whose parents were both incarcerated
- Developed mentoring opportunities with children on a religious level
- Oversaw a team to cook lunch for 40 people at a time

AARON R. PILLSBURY

18 W. Faribault St.
Duluth, MN
Cell: (651) 491-5114
Email: Pills013@d.umn.edu

OBJECTIVE: Summer Internship in the Accounting field.

EDUCATION: University of Minnesota Duluth
Accounting GPA: 3.7/4.0

Major: **Accounting & Finance**
Graduate in May, 2013 with 150 credits.

COURSES INCLUDE: Intermediate Accounting 2, Individual Income Taxation, Technology Tools in Accounting, and Cost Accounting.

QUALIFICATIONS:

- Ability to prioritize and remain focused while working well under pressure.
- Superb problem solving skills.
- Works well in groups and possesses leadership qualities.

COMPUTER SKILLS:

- Completed Acct 3001 and did projects in QuickBooks and Microsoft Excel.

EXPERIENCE:

UMD Tutor Program, Duluth, MN

- Assist students with course work in Accounting and Economic classes.

Fairway Collision Center, Vadnais Heights, MN

- Take inventory for detailing materials.
- Created Purchase orders for materials.
- Received Invoices and entered information into the computer.
- Cleaned shop, swept, mopped floors, disposed of litter and debris and informed supervisor of all safety hazards.

Quik Stop Gas Station, Lino Lakes, MN

- Conducted physical counts of inventory and recorded information.
- Trained new employees.
- Assisted supervisor with special projects.

ACTIVITIES:

Accounting Club, University of Minnesota Duluth

Intramural Softball, University of Minnesota Duluth

Peer Leader Program, Circle Pines, Mn

- Mentor to an elementary student.
- Participated and led Kindness Retreats at several Elementary schools.

References Available Upon Request

Kevin D. Shrader
5057 W Arrowhead Rd
Duluth, MN 55811
Home 218-729-1702
Cell 218-428-2223
Shrad008@d.umn.edu" Shrad008@d.umn.edu

Objective

Seeking Summer Internship

-Education

University Of Minnesota Duluth-UMD

In Progress: Bachelor of Business Administration Focus in Marketing/Accounting
summer 2013

Major: Marketing/Accounting overall GPA: 3.00/4.00
cumulative 2.8 GPA

Minor: Economics

- Study Abroad

Griffith University- Gold Coast Australia

Australearn study in Australia program 2009-2010

-Courses Included

-Accounting Principals

-Ethics

-Business Communication

EXPERIENCE: Currently employed by Outback Steakhouse-server

FSM- Field Sales Manager Vector Marketing Corporation. 2007-2011

Top sales position in charge of and hiring and field-training representatives. Responsible for upholding company standards of excellence.

Assistant Manager- Vector Marketing Corporation 2007-2010

Position responsibilities included interviewing and hiring for our office in Duluth and surrounding areas. As well as training new managers on sales techniques.

Certified Nursing Assistant at Edgewood Vista Assisted living 2006-2007

Duties were to Perform basic cares for residents worked in Alzheimer's unit.

Houseman- Country Inn and Suites

Clean rooms in the hotel and help people with comfort related issues.

Secretary:

President/Creator of Motorcycle club at UMD 2008-1011 DC Underground

Planned and implemented spring and fall fundraisers

Worked with other officers to make plans and set goals for the year

Scheduled, organized, and led meetings. Now fully incorporated.

Involved with Engineering club at UMD. Currently building an Indy Racecar.

Volunteer: Great Lakes Aquarium as a scuba diver for tank maintenance.

Activities: Basketball, soccer, climbing, volleyball, fishing, hunting, archery, guitar.

References and Portfolio Available upon Request

Paige J. Carter

CURRENT ADDRESS 700 Terrace Heights #1116, Winona, MN 55987 Cell: (651) 245-2069

PERMANENT ADDRESS 15748 Cicerone Path, Rosemount, MN 55068 email: pjcart08@smumn.edu

Exceptional leader with strong organizational skills. Undergraduate with a strong work ethic and an interest in accounting. Educated and very competent in mathematics and the Spanish language. Strengths include communication skills, efficient time management, skilled team player, and a desire to learn.

EDUCATION Saint Mary's University of Minnesota, Winona MN Expected: May 2013
Bachelor of Arts Degree
Major: Accounting Minor: Spanish
GPA: 3.7/4.0

ACADEMIC HONORS Saint Mary's University Academic All-Conference 2011
Saint Mary's University's Dean List Fall 2009, Fall & Spring 2010
National Honor Society Fall 2008-Spring 2009
National Spanish Honor Society Fall 2007-Spring 2009

WORK EXPERIENCE Admissions Ambassador, Saint Mary's University August 2009-Present

- Educate prospective students about the college experience at Saint Mary's University
- Contact prospective students during Phonathons to confirm status
- Guide prospective students and their families during campus tours

Tutor, Saint Mary's University August 2010-Present

- Provide clarification on course materials
- Advise student on better test/note taking strategies

Food and Beverage Attendant May 2010- August 2011
Valleywood Golf Course, Apple Valley MN

- Sold beverages on course via beverage cart
- Provided food and conversation for golfers

Server October 2007-February 2010
Noodles and Company, Apple Valley MN

- Prepared food and serve to customers
- Delegated responsibilities to coworkers to ensure quick service
- Bussed tables and washed dishes

ATHLETICS Student Athlete: Women's Intercollegiate Fastpitch Softball Fall 2009-Present
Minnesota Intercollegiate Athletic Conference All-Conference 2011
Third Team All-Regional 2011
Saint Mary's University Athlete of the Week March 2011
MIAC Athlete of the Week March 2011
Cardinal Athletic Council Fall 2009-Spring 2011
Female Athlete of the Year, Rosemount MN Fall 2008-Spring 2009

SKILLS Proficient in Microsoft Word and Microsoft Excel

REFERENCES AVAILABLE UPON REQUEST

Samuel J Brummer

23 W 37th Street
Minneapolis, MN 55409

(612) 296-6274
sjbrummer@juno.com

Work Experience

Wells Fargo Home Mortgage
Eagan, MN

July 2011- Present

Loan Servicing Specialist III

- Responsible for the audit, procurement, and correction of complex documents used in perfecting a mortgage lien
- Experienced in contacting, and using escalation process with counties, settlement agents, and other Wells Fargo team members to resolve issues
- Proven attention to detail and ability to identify trends

Jimmy John's Gourmet Sandwiches
Bloomington, MN

2004- July 2011

General Manager (2006-2011)

- Manage day to day operations and supervision of two shift managers and 20 employees
- Raised store's annual sales by 15% in 2009 and 2010. On track to do it again in 2011
- Enter invoices daily, weekly inventory counts and keep track of accounts receivable
- Responsible for hiring, firing, and maintaining the employee schedule

Assistant Manager (2006)

- Attended a 3 week manager certification course through Jimmy John's corporate in Champaign IL
- Promoted to GM after 6 months

In-Shopper (2004-2006)

Emmaus Lutheran Church
Bloomington, MN

2007-present

Paid Musician

- Play drums for the Emmaus praise team

Education

Metropolitan State University
St. Paul, MN
Bachelor of Science, Accountancy (anticipated Spring 2013)

Normandale Community College
Bloomington, MN
Associate of Arts, Accountancy
Graduated with high honors 2011

ISAAC ALZEN

1016 110 Avenue
Roberts, WI 54023

(715) 410-2355

isaac.alzen@my.uwrf.edu

Objective

To obtain an accounting internship for the summer of 2012 and/or following semesters

Education

B.S. Degree in Accounting, B.A. Degree in Spanish

- University of Wisconsin-River Falls, December 2013, AACSB-accredited
- 3.92 GPA, Honors Program, Dean's List, UW-River Falls Accounting Society member

Work Experience

Upright Bass Player and Singer, Alzen Family Bluegrass Band August 2005 - Present

- Played the upright bass and sang bass vocals
- Contributed humor and interest through emceeing and engaging the audience
- Handled many of the duties of setting up and taking down the sound system

General Laborer, Utility Energy Systems, Grant, MN Summer 2008

- Completed physical labor assignments to increase company efficiency
- Demonstrated ability to take initiative to fix problems to achieve daily tasks
- Collaborated with co-workers to accomplish goals

Sales Associate, Minnesota State Fair vendor, Falcon Heights, MN Summers 2005-2007

- Provided quality customer service by answering questions and selling products
- Utilized time management through appropriately re-stocking products whenever needed
- Oversaw instruction of new employees to ensure that they were fully prepared to begin work

Volunteer Experience

Volunteer, Mission trips to Kazakhstan, Dominican Republic, New Orleans, Houston

- Youth leadership roles
- Rebuilt homes damaged by hurricanes Ike and Katrina

Political Campaigner, Generation Joshua

- Participated in grassroots fundraising and promoted voter awareness and activity
- Volunteered in U.S. Congresswoman's campaign office, attended victory party, and personally met U.S. Congresswoman

Volunteer, Community Emergency Service, Feed My Starving Children, Salvation Army, Marie Sandvik Center, Habitat for Humanity, nursing homes, adoption fundraiser concerts, Personal Care Assistant to autistic brother, food shelf events

Additional Experience

Traveled to Ireland, Canada, Spain, Sweden, Japan, Portugal, Netherlands, Mexico, England

Family adopted boys from Ukraine, hosted foreign exchange students from India, Spain and Tajikistan, and hosted family of refugees fleeing from Kosovo during the Kosovo War

Member, 4-H

- Completed various essay, design, and photography projects, and won judged competitions
- Assisted writing scripts and acted in drama club competitions, winning regional grand champion award

Attendee, Days at the Capitol program, Saint Paul, MN

- Met state senators and attended committee hearings
- Participated in mock senate trial

Roy F. Ash

1304 Bemidji Avenue North
320.980.8425

Bemidji, Minnesota 56601

roy.ash@st.bemidjistate.edu

Education

Bachelor of Science May 2013

Major: **Accounting**

Minor: **Finance**

Bemidji State University, Bemidji, Minnesota Major GPA 3.20

Associate Arts December 2009

Major: **Liberal Arts**

Central Lakes College, Brainerd, Minnesota GPA 3.41

Computer Skills

- ✓ Microsoft Office Suite
- ✓ ProSeries Tax

Experience

General Laborer May 2010-August 2010

Schmidt Industries, Becker, Minnesota

- ✓ Utilized time management skills on a daily basis
- ✓ Withstood adversity and overcame obstacles regularly

General Laborer May 2009-August 2009

Centra Sota Co-Op, Princeton, Minnesota

- ✓ Demonstrated skills to work as part of a team with co-workers
- ✓ Worked with co-workers and customers of all walks of life

Honors and Activities

Accounting Club Member
High School captain of Wrestling and Football
Volunteer work at St. Mary's Catholic Church
Member of BSU Rugby Club