

PROFESSIONAL
SUMMARY

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented.

SKILLS

Excel Skills	Budgeting and finance	Data Entry
Adaptability and flexibility	Organized and Efficient	Attention to Detail
Problem-solving abilities	Organizational skills	Effective communication

EDUCATION

Bachelor of Science (B.S.): Accounting
Auburn University, Auburn, May 2027

- Dean's List [Spring 2024]
- Member of Auburn University Marching Band

Diploma
Fairhope High School, Fairhope, May 2023

- Graduated Summa Cum Laude
- Graduated with 4.1 GPA

VOLUNTEER

Volunteer
Jennifer Claire Moore Foundation, Inc., Fairhope, AL, Jun 2023 - Jun 2023
Assisted with distribution of event promotional materials for capital campaign fundraiser. Event raised money to fund and support awareness and prevention programs in 54 schools throughout Baldwin County, as well as provide mental health support and training to the Baldwin County community as a whole.

Volunteer
Bradford Middle School Band, Starke, FL, Jun 2019 - Jul 2019
Assisted in organizing the Bradford Middle School Band Room for the upcoming school year

CERTIFICATIONS

- Excel 2019 Expert Certification
- Excel 2019 Certification
- CIW Certification (Certified Internet Web Professional)