

Kayla R Alford

Campus Address
580 East Main St.
Spartanburg, SC 29302
864-577-2023
kayla.alford@converse.edu

Permanent Address
415 South Main St.
Fountain Inn, SC 29644
864-905-2867

Objective: Seeking an internship at an Accounting Firm.

Education: Bachelor of Science in Accounting May 2011
Converse College Spartanburg, SC
3.34 GPA
Dean's List 2008 Spring Semester

Experience:

Admissions Office

Converse College, Spartanburg, SC

August 2007 – Present

- Entered data into computer
- Ran errands
- Put packets together

Hospitality Coordinator

June 2006 - Present

Zaxby's, Simpsonville, SC

- Performed cashier duties
- Supervision of cashiers
- Gave occasional assistance to managers

Cashier

March 2005 - May 2006

Pizza Hut, Simpsonville, SC

- Performed cashier duties
- Took orders
- Hosting

Activities: Sign Seekers Vice President 2008 – present
Ally Member 2007 – present
Colleges Against Cancer Vice President 2009 – present

References: Available upon request.

Amanda Stillinger
amanda.stillinger@converse.edu
803.378.8732

School Address:
580 East Main Street
Spartanburg, SC 29302

Current Address:
105 Autumn Oaks Lane
Lexington, SC 29302

OBJECTIVE

Motivated and outgoing college student seeks part-time employment or internship in the accounting field in order to build work experience for future career.

EDUCATION

Converse College May 2010
Bachelor of Science in Accounting, 3.48 Grade Point Average Spartanburg, SC

AWARDS AND HONORS

Dean's List, Converse Dean's Award Scholarship, S.C. Life Scholarship

WORK EXPERIENCE

Converse College Center for Student Development and Success 02/2009-Present
Accounting Tutor Spartanburg, SC

- Nominated by accounting professors to serve as a peer tutor on different levels of accounting courses.

Primarily Pi Pizza 06/2009-08/2009
Cashier/Waitress/Bartender Lexington, SC

- Managed daily money transactions and performed nightly audit.
- Learned the value and importance of customer service.

Converse College 10/2007-05/2008
Annual Fund Representative Spartanburg, SC

- Interacted with alumnae to solicit financial support for the college.
- Provided personal contact to alumnae to keep them connected to the college.

Danny's Collision Repair Center 05/2007-08/2007
Office Assistant Orangeburg, SC

- Performed various administrative tasks including filing, copying, and basic data entry.
- Participated in face-to-face and telephone customer relations.

LEADERSHIP EXPERIENCE

Becker Campus Representative 2009-2010

- Responsible for promoting the Becker CPA Review on campus.
- Keep students informed of the Becker CPA Review.

Honor Board Representative/Secretary 2008-2010

- Responsible for deliberating on cases and determining sanctions.
- Responsible for taking minutes, scheduling meeting times, writing and mailing sanction letters.

Orientation Leader 2008

- 1 of 25 women selected to train incoming new students.
- Trained new students about policies, college life, and real-life scenarios.

Crescent Member 2007

- Served as a member of a sophomore service organization that served the Converse College and Spartanburg communities.
- Participated in monthly service projects.

Anna M. Estes
452 Pearl Ridge Place
Spartanburg, SC 29302
(864) 426-4148
anna.estes@converse.edu

OBJECTIVE

To obtain an accounting internship in the Spartanburg area.

EDUCATION

Converse College Spartanburg, SC
Bachelor of Science in Accounting May 2010

WORK EXPERIENCE

Events on Main Spartanburg, SC
Sales Associate August 2008 – Present

- Responsible for receiving client orders, and accurate input of information
- Utilize the QuickBooks software
- Receive incoming apparel, verify contents, and arrange for display in store

Converse College, Division of Student Life Spartanburg, SC
Bonner Leader August 2008 – Present

- Selected to serve, requires a two year commitment and successful completion of 750 hours of service
- Serve as a mentor and tutor at the Adult Learning Center

LEADERSHIP EXPERIENCE

Honor Board Council
Chair 2009 - 2010

- Chair the Converse College Academic Judicial board ensuring fair adjudication of judicial procedure
- Serve as an active member of the Executive Committee
- Serve as student liaison and guide to faculty and student participants

Junior Honor Board Representative 2008 – 2009

- Serve as an active student member for judicial hearings
- Investigate and collect evidence from both the accuser and accused parties prior to case

Honor Emphasis Week Co-Chair 2008

- Plan, organize, and implement events that nurture academic integrity and community of honor
- Identified and selected Honor Emphasis convocation speaker for entire campus

Student Ambassador 2008 – 2010

- Serve as tour guide for prospective students and families

Orientation Leader Fall 2008 & 2009

- 1 of 24 women selected from a group of 35 applicants to train incoming new students
- Trained new students about policies, college life, and real-life scenarios

AWARDS: Student Life Award for Excellence – Junior Year (2008-2009)

- Given to one student from each class who exemplifies leadership and integrity

Jordan Leonhardt

leonhardtjr@wofford.edu

(864) 426-6383

Union, South Carolina

A junior at Wofford College with an intended major in Accounting and a minor in Economics. Strengths include multi-tasking, being organized and analytical. Highly motivated and driven to succeed. Anticipated graduation in May 2010.

DATES **EDUCATION:** Wofford College, Spartanburg, SC, BA May 2010
2006-2010 Major: Accounting Minor: Economics
GPA: 3.31 Major GPA: 3.18

HONORS/AWARDS

Gibbs Scholarship, Old Main Scholarship, Wofford Scholar, Palmetto Fellows Scholarship, Rampey Scholar (Success Initiative)

WORK EXPERIENCE

Summer of 2009	South Carolina State Credit Union	Intern	Columbia, SC
	<ul style="list-style-type: none">• Unpaid summer internship• Analyzed annual reports from over 25 companies• Commented on whether lines of credit should be extended or suspended based on financial reports and ratios		
Summer of 2008	The Old Powder Magazine	Intern	Charleston, SC
	<ul style="list-style-type: none">• Seven weeks• Gave approx. 30 tours a day• Worked with four Girl Scout groups• Started first gift shop• Oldest public building in the Carolinas, circa 1713		
Summer of 2008	Spark!	Member	Spartanburg, SC
	<ul style="list-style-type: none">• Five weeks• Took part in a giant puppet parade with Boys and Girls Club• Structured a plan for the downtown area of Spartanburg• On the Planning/Scheduling Committee• Arranged meetings with interested parties in Spartanburg		
Summer of 2007	Marble Slab Creamery	Scooper	James Island, SC

ACTIVITIES

2006-Present	The Success Initiative, Wofford College—Marketing Director for Wet Paint Syndrome, LLC (a working art gallery), Project Manager Quest program: organized information sessions, planned meetings, emailed program information to interested students, answered questions, planned presentations, established ordered timeline and project management form; learned basic American Sign Language, researched and presented the history of buildings on Wofford's campus that have been torn down		
2006-Present	Wofford College Dance Team (two years), Kappa Delta Social Sorority (multiple office positions in sorority and on Panhellenic), Campus Union (Facilities Committee), Pre-Law Society		

References Available Upon Request

Vicki Neal

JVNeal2004@yahoo.com

228 Washington Road, Cowpens, SC 29330
(864)590-3525

objective To find a challenging position where I can contribute my talents while providing excellent support to an accounting or financial services team.

qualifications

- Place high value on internal and external customer service
- Capable of organizing and planning effectively and efficiently
- High energy with an ability to think on my feet while accomplishing multiple tasks
- Proven leadership and project coordination qualities
- Notary Public, State of South Carolina

computer skills McIntosh/IBM

- Above average proficiency using Microsoft Office Suites including Outlook
- Skilled using Access, Publisher, Word Perfect, PageMaker, Visio, Project, AS400 and SAP

employment **Mermet Corporation** August 2009 to Present
Senior Executive Assistant

- Assistant to the General Manager and Director of Sales and Marketing
- Manage calendars, email and travel for executive staff
- Provide daily reports and distribute as required
- Assist in shipping product samples and marketing materials
- Manage multiple projects as required, i.e. prepare documentation for upcoming safety audit
- Member of safety committee

Elliott and Painter Wealthcare Advisors, LLC December 2008 to August 2009
Wealthcare Assistant

- Assistant to the company financial advisor
- First point of contact for clients; maintain advisor's calendar, take appointments and client calls
- Manage marketing plan, mailings and follow-up
- Provide additional support to CPA staff, answering phones, creating files as needed
- Maintain customer files adhering to strict compliance regulation according to FINRA guidelines
- Mastering complex broker/dealer application requirements to establish brokerage, advisory and retail direct accounts (mutual funds, variable annuities, variable life, limited partnerships, real estate investment trusts, etc.)

Draexlmaier Automotive of America January 2006 to November 2008
Executive Assistant

- Executive Assistant to two corporate Logistics Directors and to five logistics managers
- Provided additional support to the logistics and warehouse staff of more than sixty
- Company travel coordinator handling a high volume of domestic and international travel arrangements
- Reconciled monthly credit card statements, trained new users on travel policy and expense reports, and designed current travel database used by purchasing and finance to track expenses
- Managed inventory for high risk bulky materials; saved the company \$14k/yr, reduced supplier lead time and warehouse space resulting in greater long term savings overall
- Completed and entered purchase requisitions within the department using SAP
- Developed current Cycle Count process; collect data and report on its accuracy weekly
- Maintained records for budget and asset management providing reports as needed
- Coordinated entire office rearrange project involving 160 people
- Member of W.A.I.T environmental team promoting Wilderness And Industry Together
- First Aid Responder

SSP Industrial Group

December 2000 to July 2005

Senior Executive Assistant

- Executive Assistant to the CEO/President of this executive management company
- Provided support to the CFO, VP of Finance and VP of Business Development for Spartanburg Steel and Spartanburg Stainless, while continuing all responsibilities from previous position
- Provided support to the entire company developing a reputation as the "go to" person
- Coordinated multiple projects as needed, including Annual BMW Golf Outing
- Coordinated entire office rearrange project involving 65 people
- Developed quarterly presentations with financial and operational updates for Board of Directors
- Organized company fund-raising events for Christmas charities and Relay for Life campaign
- Member Recycle Committee, encouraged awareness of environmental impact and cost savings

Executive Assistant – Promoted July 2004

Spartanburg Stainless Products, Inc. (an SSP Industrial Group company)

- Executive Assistant to the President/COO, CFO and to the Vice President of Sales and Marketing
- Provided assistance to the human resources manager and helped with specialized projects when available skills and resources were limited, i.e. creator and editor of quarterly newsletter
- Responsible for making travel arrangements, company-wide, while negotiating cost savings with travel agents, hotels and airlines
- Reconciled monthly travel card statement, tracked expenses and provided reports to finance director
- Reviewed traveler expense card activity to ensure policies were followed
- Organized committee to encourage positive thinking and team work throughout the company encompassing Lean Enterprise Systems
- Worked for twelve months helping to develop and write quality procedures and job instructions through the initial implementation of QS9000 quality system
- Certified Quality Auditor for QS9000 and ISO/TS 16949:2002 internal audits

New York Yankees, Tampa, Florida

July 99 to December 99 (Temporary)

Executive Assistant/Accounts Payable Administrator

- Executive Assistant to the Director of Human Resources
- Processed insurance enrollments for all new employees in New York and Tampa
- Accounts payable for all insurance related billing

As part of the position – Steinbrenner Racing Stables

- Reported directly to George Steinbrenner with all horse related data, to include: tracked purchase and sale of horses, maintained daily racing schedules and results, logged expenses and earnings, maintained records for accounts payable, aging reports and Profit and Loss statements

ADT Security Services, Inc., Tampa, Florida

May 97 to September 99

Commercial Sales Consultant (7/99-10/99)

- Sought Small Business sales through cold calling and community involvement

Commercial Sales Coordinator (6/98-7/99)

- Administrative Assistant to three district sales managers in a very fast-paced environment
- Tracked sales leads and distributed to sales team
- Organized sales literature for 20 sales associates
- Organized meetings, travel and calendar events for sales office
- Handled customers with courtesy and worked through challenges with ease

education

Converse College, Spartanburg, South Carolina
Senior seeking Bachelor of Arts in Accounting
Current GPA, 3.7

Gatlinburg-Pittman High School, Gatlinburg, Tennessee
Graduated June 1988 – GPA, 3.5

Brittini Jenkins

jenkinsbj@email.wofford.edu

828-817-4493

Columbus, NC

Wofford College Senior majoring in Accounting. Motivated, focused, and highly organized student with a strong methodical approach to problem solving. Able to communicate effectively and take a leadership role when needed.

EDUCATION

2006-2010 **Wofford College** Spartanburg, SC
BA in Accounting GPA: 3.2
Minor: Economics Major GPA: 3.32
Courses taken: Intermediate Accounting I and II, Managerial Accounting, Advanced Accounting, Taxation

EXPERIENCE

May 2008 **Tryon Federal Bank** Tryon, NC
-Present *Teller*

- Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using adding machines.
- Cash checks and pay out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Receive checks and cash for deposit, verify amounts, and check accuracy of deposit slips.

Sept. 2008 **Sandor-Teszler Library** Spartanburg, SC
-Present *Circulation Desk Assistant*

- Charge and discharge materials.
- Greet and direct patrons to various locations and help locate materials.
- Registers new patrons on library computer system

Summer 2007 **1927 Lake Lure Inn and Spa** Lake Lure, NC
Night Auditor/Guest Services Associate

- Balanced all daily reports.
- Posted and balanced charges in a timely and efficient manner.
- Prepared restaurant audits to breakdown and balance restaurant figures.
- Ran various reports - hand written and computer.
- Operated computer equipment and reservations system.

ACTIVITIES

Delta Delta Delta Wofford College

- VP Finance: Create and manage \$30,000 chapter budget, submit payments and invoices and provide member checks and reimbursements efficiently
- Sorority raised \$59,600 for St. Jude Children's Hospital.

ADDITIONAL

Microsoft Suite (Word, Powerpoint, Excel, Access) and Web/Internet

Megan C. DeMoss

Objective

Part-time work with a Spartanburg accounting firm as I complete my degree in accounting

Qualifications

- Seven years' experience administrating projects with six-figure budgets
 - Two years' experience as a supervisor (staff of six)
 - Excellent language skills and attention to detail
-

Professional Experience

- Write and edit secondary-level educational materials
 - ✦ Work independently while communicating with the project team
 - ✦ Follow project guidelines and meet deadlines
 - Supervised staff of six project administrators
 - ✦ Conducted hiring, trained new hires, evaluated performance
 - ✦ Ensured that administrators' projects remained on schedule
 - Established project flow and tracking
 - ✦ Interfaced between four departments
 - ✦ Created and maintained project schedules
 - ✦ Communicated projects' status with clients
 - Generated and maintained budgets based on project contract
-

Employment

2001 to present <i>Freelance Writer and Editor</i>		Spartanburg, South Carolina
1999–2001 <i>Project Coordinator</i>	Publishers Resource Group, Inc.	Austin, Texas
1998–1999 <i>Freelance Writer</i>		Hamburg, Germany
1994–1998 <i>Project Administrator</i>	Publishers Resource Group, Inc.	Austin, Texas

Education

2008 to present	Wofford College	Spartanburg, South Carolina
• Classes in statistics, financial accounting, and cost accounting		
1990–1994	Rice University	Houston, Texas
• B.A., <i>magna cum laude</i> , Phi Beta Kappa		

Allison Holmes

holmesab@email.wofford.edu

(864) 316-9777

Spartanburg, South Carolina

Wofford College Junior majoring in Accounting and minoring in Religion. Focused, organized, and self-motivated with strong dedication to the task at hand. Understands the importance of perseverance in order to accomplish goals.

EDUCATION

2007-Present **Wofford College** Spartanburg, SC
Bachelor of Arts in Accounting GPA: 3.86 Major GPA: 3.8
Courses taken: Accounting Principles, Cost Accounting I, Business Finance, Economics
Currently taking: Cost Accounting II, Intermediate Accounting I, Management

HONORS AND AWARDS

- Dean's List
- South Carolina Palmetto Fellows Scholarship recipient
- Wofford Strings Scholarship recipient

EXPERIENCE

Camp Fellowship **Counselor** Greenwood, SC Summer 2009

- Worked five days a week during the summer.
- Responsible for campers at all times.
- Led campers in various outdoor activities and daily Bible studies and worship services.

Marble Slab Creamery **Shift Leader** Spartanburg, SC July 2006-January 2009

- Worked part-time throughout the summer and school year.
- Scooped or made ice cream during shifts.
- Reconciled the register when opening or closing the store.

ACTIVITIES

- Treasurer of A.W.A.R.E. service organization at Wofford College
- Big sister with Big Brothers Big Sisters of America.
- ARCH Ministries afterschool program volunteer.
- Volunteer at local soup kitchen.

ADDITIONAL

Computer literate: Microsoft Word, Excel, PowerPoint, Internet.

Julie Im

216 Asheton Lakes Way ♦ Simpsonville, SC 29681
(864) 569-4441 ♦ julie_im@yahoo.com

Objective: To be positioned as a staff accountant in a dynamic public accounting firm where my interpersonal skills and extensive knowledge of accounting can be utilized.

Qualifications:

- Have successfully passed all sections of the CPA examination (California Board of Accountancy, June 2007).
- Strong knowledge of financial and managerial accounting, auditing, taxation, finance and business law.
- Advanced level of MS Excel, MS Word and MS PowerPoint.
- Over 2 years work & volunteer experience.
- Excellent verbal and written communication skills in Japanese and Korean. Have passed the level 1 (the most difficult) of Japanese Proficiency Test, Dec.1995.
- Proven analytical & organizational skills in research and problem solving.
- Excellent interpersonal skills used to build and maintain good relationships with clients and colleagues.
- Well-disciplined with proven ability to manage multiple assignments efficiently under extreme pressure while meeting tight deadline schedules.

Education: **Clemson University**, Clemson, SC Aug. 2008 ~ Aug. 2009
Master of Professional Accountancy, GPA 3.2/4.0
Related course work: Tax research, Corporate taxation, International taxation & special topics, Partnership taxation, and Estate & gift taxation

California State University Bakersfield, Bakersfield, CA Sep. 2003 ~ Dec. 2005
Accounting (non-degree), GPA 3.85/4.0

Pusan National University, Busan, South Korea Mar. 1992~ Feb. 1996
Bachelor of Arts, Japanese Language & Literature

Experience: **Clemson University**, Clemson, SC Aug. 2008 ~ Aug. 2009
School of Accountancy and Legal Studies, Graduate Assistant

- Assisted professors with proctoring, grading exams and recording grades.
- Worked with professors on various research projects.

Volunteer Income Tax Assistance (VITA), Bakersfield, CA Feb. 2004 ~ Apr. 2004
California State University Bakersfield, Volunteer

- Interviewed clients to get the information for tax returns.
- Prepared individual tax returns for elderly and low-income families.

SDS Foreign Language Institute, Busan, Korea Jun. 1996 ~ Dec. 1997
Japanese teacher

- Taught Japanese to college students and office workers.

Chung-Hae Law Firm, Busan, Korea Mar. 1996 ~ Jun. 1996
Intern

- Assisted with legal work and obtained knowledge of business law.
- Researched and interpreted Japanese court cases.

Honors & Activities: Student member of University Accounting Association, 2004 ~ 2005
Recipient, Pusan National University Scholarship for distinguished students, 1995

References Available upon Request

KATHRYN PLETCHER
131 Sunset Drive, Inman, SC 29349
+1 (864) 680-9771
pletcher@mailbox.sc.edu

OBJECTIVE

Seeking a co-op or internship in the accounting or financial field.

EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina
Bachelor of Science, Business Administration Columbia, SC USA
May 2010

Majors: Accounting

Minor: Spanish

GPA: 3.5

Awards: Dean's List, President's Honor Roll, Palmetto Fellows Scholarship, Carolina Scholars
Scholarship

NORTH CAROLINA STATE UNIVERSITY Segovia, Spain
Spanish Language and Culture May-June 2009

EXPERIENCE

J.E. WILSON ADVISORS, LLC Columbia, SC USA
Financial Intern April 2008 – September 2008

Assisted the Financial Planners in appropriate work activities, such as portfolio work and client services. Also assisted with planning social events for the company and contacting appropriate services.

- Maintained financial documents and updated portfolios for clients to enhance proficiency.
- Reviewed over fifty tax returns and prepared reports for the financial planners use.

LINKS O'TRYON GOLF COURSE Campobello, SC USA
Pro Shop Attendant May 2007 – August 2007

Provided excellent customer service, while maintaining the presentation of the shop. Managed a team of four maintenance and other course workers.

- Maintained inventory to ensure proper business practices.
- Scheduled customer and client appointments to sustain efficiency.

LANGUAGES Spanish (Intermediate)

IT SKILLS Microsoft Word, PowerPoint, Excel, Quickbooks

ACTIVITIES Institute of Management Accountants
Alpha Lambda Delta Honors Society, University of South Carolina Chapter
Women's Club Soccer, Secretary
Salkehatchie Summer Mission Service, Site Leader
Habitat for Humanity Volunteer

INTERESTS Sports and outdoor activities, Community involvement, Culinary activities

KENNETH ROBERTSON

10 East Washington Street, Apt. 2H | Greenville, SC 29601 | (864) 313-5443 | kenrobertson1@yahoo.com

Accounting major seeking an internship in 2010. Recent experience as a project paralegal in a law firm, working as part of a team preparing for a major trial. Familiar with billing hours. Experience as small business owner, including bookkeeping, billing, and inventory management.

Relevant Coursework

- ✓ Cost Accounting
- ✓ Financial Accounting
- ✓ Managerial Accounting

- ✓ Accounting Control Systems
- ✓ Intermediate Accounting
(Tax and Audit classes Spring 2010)

Software Proficiency

- ✓ Mac and Windows Platforms
 - ✓ Excel, Word, PowerPoint
 - ✓ Client Profiles
 - ✓ Dynamics
-

EDUCATION

University of South Carolina Upstate – Johnson College of Business and Economics (AACSB)
Bachelor of Science in Business Administration; concentration in Accounting; Expected Graduation, Fall 2010
Accounting Program GPA 3.73

University of South Carolina – Upstate
Bachelor of Science Degree, Criminal Justice, 1995

PROFESSIONAL EXPERIENCE

Gallivan White & Boyd, P.A., Greenville, SC - Project Paralegal **2007 – 2008**

Litigation law firm (primarily insurance defense), comprised of approximately 45 attorneys

- Assisted in complex litigation and trial arising from the derailment of a Norfolk Southern train in Graniteville, SC.

Friar's Plum, Inc., Taylors, SC - Owner/Operator **2003 – 2007**

Supplier of custom guest amenities to hotels

- Formed company. Developed procedures for purchasing, inventory management, billing, and basic bookkeeping. Compiled market research. Implemented quality control measures in compliance with FDA requirements. Negotiated with vendors.

United States Mint, Denver, CO – Federal Police Officer **2002 – 2003**

- Assisted Lieutenant in charge of training of Federal Law Enforcement Officers. Coordinated, planned, and supported daily operational and administrative functions, including creation of PowerPoint training materials, filing, and document management.
-

SPECIALIZED TRAINING

Federal Law Enforcement Training Academy – Artesia, New Mexico **2002**

Law enforcement training organization for more than 80 Federal agencies where officers receive instruction in communications and interviewing, and Constitutional and Federal Criminal Law in addition to physical security.