

Kellie Anne Mark

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OBJECTIVE:

To obtain an internship in the field of accounting to gain hands-on experience

EDUCATION:

- **BACHELOR OF ARTS:** Expected June 2008, University of Oregon, Eugene, OR
Major: Accounting
Minor: Economics
GPA: 3.91

SKILLS/ABILITIES:

- Ability to master industry-specific accounting systems due to my work experience
- Ability to organize and prioritize a busy academic and extra-curricular schedule
- Proficient in written and spoken Spanish
- Proficient in Microsoft Word, Excel, PowerPoint, Internet, and E-mail

INVOLVEMENT:

- **BETA ALPHA PSI:** *Pledge* (January 2006-Present)
- **ALPHA PHI OMEGA:** *Pledge* (January 2006-June 2006)

EXPERIENCE:

- **THE MILL YARD:** *Accounting Assistant* Arcata, CA (June 2001-September 2006)
 - Assisting in financial statement preparation, general ledger analysis, accounts receivable, bank reconciliations, and accounts payable
- **WATERMARK:** *Accounts Receivable Billing/Clerical* Arcata, CA (June 2005-September 2005)
 - Generating invoices and credit memorandums, filing, data entry, and miscellaneous tasks
- **VICTORIA'S SECRET:** *Retail Sales* Eureka, CA (June 2005-September 2005)
 - Selling merchandise, collecting and balancing payments

AWARDS/HONORS:

- **NON-RESIDENT DEAN'S SCHOLARSHIP:** \$5,000/year (June 2004-Present)
 - Academic scholarship given by the University of Oregon based on academic achievement
- **MIKE LYNCH SCHOLARSHIP:** \$2,000 (May 2006)
 - Academic scholarship given by the University of Oregon based on academic achievement
- **WENTWORTH FOUNDATION SCHOLARSHIP:** \$1,000 (May 2006)
 - Academic scholarship given by the University of Oregon based on academic achievement
- **BETA GAMMA SIGMA:** (May 2006)
 - Member of the National Honor Society in Business and Management due to my rank in the top 7% of the junior class at the University of Oregon

REFERENCES: Available upon request