

Lisa Simpson

1234 19th Street, Lubbock, TX 79409 • Home (806) 555-7808 • Mobile (806) 555-9346
lisa_simpson@ttu.edu

PROFILE

A very diverse background that includes excellent analytical skills, proficiencies in advanced computer programs including excel and access, superior planning and organizational abilities, comprehensive formal education, and forthcoming CPA accreditation.

EDUCATION

Rawls College of Business, Texas Tech University, Lubbock, TX

Bachelor of Business Administration in Accounting and Finance

Graduation Date: December 2012

GPA: 3.423 Accounting GPA: 3.6 Finance GPA: 3.7

EMPLOYMENT

American Heart Association

Intern, Accounting and Public Relations Departments

Lubbock, TX

04/10-Present

- Assist in and complete forecasting of departmental expenses
- Update general ledger accounts, and adjust accounts
- Plan several successful fundraising events and activities with the board of directors

King Corporation

Sales Administrative Assistant-(Seasonal)

Cleburne, TX

06/09-Present

- Developed and designed a parts catalog
- Developed and implemented an inventory control process
- Maintain personnel files for all employees
- Prepare entry and exit level paperwork

J. Keith Jewelry

Customer Service/ Inside Sales

Lubbock, TX

09/08-02/09

- Voluntarily initiated a monthly, quarterly, and annual sales and inventory reports
- Executed daily balancing of cash flows
- Trained and supervised employees
- Assisted customers with merchandise and performed sales activities

ORGANIZATIONS AND ACTIVITIES

Golden Key National Honor Society

2010-Present

The National Society of Collegiate Scholars

2010-Present

Beta Alpha Psi- Accounting and Finance Fraternity

2009

Phi Eta Sigma- National Honor Society

2009

Alpha Lambda Delta- National Honor Society

2009