

Allison Accountant

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120 Ross Hall ▪ Superior, WI, 54880

EDUCATION

Bachelor of Science

Major: Accounting Concentration: Finance

University of Wisconsin-Superior

Graduation date: May 2010

GPA 3.7

Superior, WI

RELEVANT EXPERIENCE

Accounting Intern, Miller Electric, Appleton, WI, January 2008 – Present

- Process month-end reports, prepare and enter accounts receivable and payable reconciliations, and conduct quarterly transaction testing
- Prepare semi-monthly payroll for a work group of more than 100 employees
- Update and circulate the weekly sales update, margin summary controllers report, and financial statements

Tax Intern, State of Wisconsin Investment Board, Madison, WI, May 2007 – August 2007

- Assisted with two large audits concerning SAS 70 reports and the organization's business resumption plan
- Participated in all phases of the audit process, including planning, fieldwork, and report-writing

Tax Intern, Oshkosh Corporation, Oshkosh, WI, January 2007 - May 2007

- Prepared and filed quarterly estimated income tax payments and extensions for Oshkosh Corporation and their subsidiaries
- Collaborated with the Business Unit Controller to develop annual and long range plans
- Update and circulate the weekly sales update, margin summary controllers report, and financial statements

WORK EXPERIENCE

Office Assistant & Data Processor, American Family Insurance, Wausau, WI, June 2006 - August 2007

- Analyzed home and auto applications and claims
- Handled customer payments and complaints while also completing basic office responsibilities

ACTIVITIES

- **Student Ambassador**, *University of Wisconsin-Superior*, Fall 2007-Present
- **State Student Representative**, *Regional ACUI Leadership Team*, Spring 2006-Present
- **Member of Executive Planning Committee**, *First Annual Leadership and Diversity Conference*, 2006-2007
- **Treasurer**, *Young Entrepreneurs Society*, Spring 2005-Fall 2007
- **Chairperson and Budget Manager** (\$67,000), *University Speaker Series*, Fall 2005-Spring 2006

SKILLS

- Proficient in Microsoft Outlook, Excel, PowerPoint, and Word
- Public speaking experience through leadership presentations given at Regional and National Conferences
- Excellent time management, balancing a full load of credits along with three part time jobs and multiple extracurricular activities, while maintaining a 3.7 GPA

HONORS

- Michael H. Poe Student Leadership Award recipient, 2007
- Roger E. Guiles Leadership Scholarship Award recipient, 2007
- Sentry Insurance Foundation, Inc. Leadership Scholarship recipient, 2005, 2006 & 2007