

# Amy A. Accounting

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**Home:** 419.555.5355

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## Education

**Bachelor of Arts**, Defiance College, December 2011, Accounting, **GPA 3.79 Magna Cum Laude**  
**Associate of Arts**, Northwest State Community College, **Cum Laude**, May 2009 Dual Major:  
Accounting and Banking/Finance **GPA: 3.69**

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## Related Coursework

Intermediate Accounting I, II; Managerial Accounting; Cost Accounting I, II; Personal and Business Tax Accounting; Financial Accounting; Finance; Auditing; Business Law; Payroll Accounting; Credit and Investment Management; Human Resource Management; H&R Block Tax preparation

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## Accounting Experience

**Enviroscape ECM, Ltd**, Oakwood, Ohio 08/2011-Present  
Accountant

- Accounts Receivable, Accounts Payable, Payroll
- Track Cost of Goods Sold-create assemblies for different jobs
- Purchasing, Inventory and other office related duties
- Internal audit of the Journal, Bank Statements and Ledger

**Ft. Defiance**, Defiance, OH 02/2011-Present  
Bookkeeper

- Prepare individual and business taxes
- Accounts Receivable/Accounts Payable Bank Reconciliations
- Main Client Dr. Dan Whittaker Family Dental Center

**Brenda's Tax Consulting**, Napoleon, OH 10/2010-02/2011  
Bookkeeper/Tax Preparer

- Performed bookkeeping duties for several clients
- Prepared individual and business income taxes
- Used and set up QuickBooks for clients in and out of house
- Prepared taxes on Tax Wise

**Student Worker-Northwest State Community College**, Archbold, OH 9/2009-5/2010

- Created Microsoft Excel spreadsheets
- Organized and filed purchase orders and payroll/personal leave files
- Recorded and organized Accounts Receivable, Promissory notes and Corporate billings
- Submitted names to the Attorney General's Office for collection purposes
- Tutored in 9 Accounting/Managerial classes from February of 2007 until December 2008

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## Honors And Awards

- President's Achievement Society
- Awarded top accounting student in 2010
- Ambassador, Campus Tour Guide and College Representative
- Phi Theta Kappa, 2-year college Honor Society

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## Volunteer Service

- VITA-tax preparation through AARP 1/2010
- OBB through Ameriserve-tax and benefit applications for low income and battered women 1/2009