

IMA KNIGHT

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ASPIRING ACCOUNTING PROFESSIONAL

Dedicated transitional adult student with high integrity and honesty seeks full-time employment to gain on-the-job experience; desires to integrate accounting and finance education, interpersonal, management and budgeting skills in a diverse and growing financial environment.

Core Skills & Qualifications

- Adept at myriad of accounting functions, including payroll, budgeting, tax preparation, regulatory withholdings, reconciliations, accounts payables and receivables and auditing.
- Establish easy rapport with a variety of people capitalizing on strong interpersonal skills to build confidence and trust.
- Respond efficiently and effectively to issues and problems by relying on research skills, analytical ability, critical thinking skills and communication techniques.
- Organize and manage multiple tasks/projects using excellent time management, adaptability skills and initiative.
- Proficient in Microsoft Office, including 2007 & 2010 and Access.

EDUCATION

Marian University
Bachelor of Science in Accounting and Finance

Indianapolis, IN
December 2012
Current GPA: 3.09/4.0

IVY Tech Community College
Associate of Applied Science in Accounting

Indianapolis, IN
May 2010 GPA: 3.07/4.0

EXPERIENCE

Administrative Household Manager
Dycus Family (aka unofficially as Dycus & Dycus Incorporated)

1997-present
Indianapolis, IN

Provided administration and management, including financial management and schedules for a household.

Key Accomplishments:

- Proven time management skills and academic achievement mastered by multi-tasking while being a successful full-time college student (14+ hours each semester).
- Oversee the daily management responsibilities of a fast-paced household, balancing the needs of family members to the challenges of academics.
- Account for and direct all activities, expenditures and related costs associated with an annual household budget.
- Discover various venues to increase revenue to household budget for unexpected expenses by a minimal of 5% per month.
- Maintain all records for tax purposes for own household and family members and clients.
- Led volunteer Girl Scout troop (14+ girls) in a variety of activities for troop member's attainment of badges, goals and standards.
- Demonstrate patience using outstanding listening skills to assess problems and issues among children, proposing a solution that resolves conflict and is beneficial for all.

Census Enumerator
US Department of Commerce Bureau of the Census

Summer 2010
Indianapolis, IN

Accountable for interviewing households who failed to complete census reports per original deadline.

Key Accomplishments:

- Employment was extended due to superior performance; acknowledged by supervisor for accuracy and attention to detail.
- Established rapport with people to gain trust and confidence in sharing personal data for census completion.