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Mack T. Bulldog

Po Box 0000 Boiling Springs, NC 28017 704-406-0000 mbulldog@gmail.com

Name is larger than other font, contact information at top of page

CAREER SUMMARY

Collaborative, detail-oriented professional with excellent customer service skills. Experience in the accounting industry, including revenue management, tax preparation, and office management.

EDUCATION

Gardner-Webb University, Boiling Springs, NC **Bachelor of Science Degree in Finance** Minor: Accounting

Anticipated Graduation: May 2020



in progress or completed.

WORK EXPERIENCE

Treasurer

Institute of Management Accountants, Gardner-Webb University, Boiling Springs, NC

- Manage annual budget of \$5,000 including allocation of funds and revenue generating fundraisers.
- Plan logistical aspects of national conference including travel and accommodation research and ٠ booking
- Recruit new members by conducting presentations in University 111 classes.
- Serve as liaison between GWU and conference officials.

Intern

ABC Accounting Firm, Atlanta, GA

- Assisted staff CPA's with processing financial data, writing and editing correspondence, and tracking • new clients.
- Met with new clients to establish initial working relationship and obtain new client information.

Cashier

McDonalds, Charleston, SC

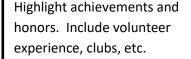
- Handled currency and credit transactions guickly and accurately. ٠
- Communicated clearly and positively with coworkers and management. •
- Built loyal clientele through friendly interactions and consistent appreciation. •

SKILLS

Quicken and Lotus Notes, Microsoft Office, Public Speaking, Leadership, Communication

HONORS/ACTIVITIES

2016-2018	Delta Mu Delta, Secretary 2018
2015-2018	Dean's List
2015-2018	Division I Athlete: Swimming
2017	Feeding Kids Cleveland County



References available upon request.

Only include college degrees

Summer 2017

May 2016-Present

Skills are demonstrated with each job. Current jobs should be in present tense. Prior jobs should be in past tense.

Seasonal 2015-2016

