



QUALIFICATIONS

Insightful and detail oriented Finance Student, CFA Candidate, Accounting Analyst and Certified Paralegal that understands the importance of the little details. I am positive I have the work ethic, attentiveness, and analytical skills needed to be a valuable asset to your company.

EXPERIENCE

Accounting Analyst [Redacted] **October 2011 Present**

Work directly under the company Controller in order to ensure financial integrity, accuracy and growth. Experienced in the following tasks:

- Financial Planning, Budgeting and Reporting
- Prepare Weekly Financial Analysis of Firm’s Financials for Shareholders
- Re-Engineered Business Strategy with Increased Billing and Receivable Results
- Cash, Accrual and Trust Accounting Experience

Paralegal [Redacted] **February 2011 - Present**

Assist multiple partners in the firm, from inception to judgment, with voluminous cases by completing the following tasks:

- Plan, Research, Analyze and Manage Case Files
- Collaborate with Associates and other Paralegals to Develop Case Strategy

Legal Runner [Redacted] **October 2010 - February 2011**

Worked within the firm to carry out following responsibilities:

- Ordering, Organizing and Maintaining Supplies
- Court and Business Purpose Deliveries

Videographer Internship [Redacted] **December 2009 May 2010**

Worked directly under Head of Videography to complete the following tasks:

- Collaborated with Multiple Interns to Create a Superior Product
- Created Video Used on University Website to Aid in Athletic Marketing Plan

EDUCATION

Auburn University Montgomery B.S.B.A. in Finance July 2013 (expected)

Jacksonville State University Paralegal Studies Certification June 2011

CERTIFICATIONS

Certified Paralegal

AFFILIATIONS

CFA Institute CFA Level I Candidate

Auburn University Montgomery Investment Club - Member

Auburn University Montgomery Accounting Club Member

Auburn University Montgomery Finance & Economics Club Member

ACCOMPLISHMENTS

Collegiate Football

- Ranked #1 Long Snapper in America 2006 & 2007 (Scout.com, One-On-One Kicking & Kicking.com)
- University of Alabama Long Snapper 2007 & 2008
- University of South Alabama Long Snapper 2009 (Career Ending Injury)

High School Athletics

- Varsity Football 2004 State Runner-Up & 2006 State Champions
- Varsity Wrestling 2004 State Third Place 2005 State Runner-Up