

## 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