

Name

000 Maple Oak Drive • Lexington, SC 29072
(000) 000-0000 • UNKNOWN@aol.com

EDUCATION

UNIVERSITY OF SOUTH CAROLINA Columbia, SC
Master of Arts in Teaching, Business Education, GPA: 3.938 August 2008

UNIVERSITY OF SOUTH CAROLINA, Moore School of Business Columbia, SC
Master of Accountancy, GPA: 3.556 May 2005
Bachelor of Science in Business Administration August 2004
Major: Accounting, GPA: 3.707; Cum Laude

CERTIFICATION

Praxis II: Business Education, Score-660; Principles of Learning and Teaching (7-12), Scores Pending

TEACHING EXPERIENCE

LEXINGTON MIDDLE SCHOOL/LEXINGTON TECHNOLOGY CENTER Lexington, SC
Student Intern August 2007-Present

- Prepare lesson plans with grading rubrics for all disciplines through meaningful approaches.
- Enhance classroom environment by positively meeting individual student needs.
- Implement classroom management techniques to organize students, time, and materials.

WORK EXPERIENCE

ELLIOTT DAVIS, LLC Columbia, SC
Tax Staff Accountant September 2005-November 2006

- Analyze and interpret financial statement data and other financial figures in order to prepare tax returns for individuals, corporations, partnerships, and non-profit organizations.
- Help clients comply with tax regulations.
- Use paperless software to group accounts, import account balances, and book adjusting journal entries in order to facilitate the creation of trial balance reports.
- Prepare property tax returns and create/update depreciation schedules.

UNIVERSITY OF SOUTH CAROLINA, University Foundations Columbia, SC
Senior Student Intern May 2003-July 2005

- Instruct and mentor new student interns as they learn the required tasks and daily operations.
- Participate in the coordination and organization of Board Retreats, as well as, Educational and Development Committee meetings.
- Prepare and carefully proof research packets for all attending members.
- Manage and update the computer database with personal and professional information of the University's correspondence and Board members.

HONORS/MEMBERSHIPS

President's List • Dean's List • LIFE Scholarship • William F. Putnam Scholarship • NSCS Scholar • *Who's Who* Nominee • National Business Education Association • South Carolina Business Education Association • Palmetto State Teachers Association • South Carolina Education Association

ADDITIONAL INFORMATION

Computer Skills: Microsoft Office Suite (Word, Excel, PowerPoint, Access); Microsoft FrontPage; Microsoft Publisher; Dreamweaver; Multimedia; QuickBooks; MicroType

High School Experience: Tennis, Cheerleading, Student Council, and Yearbook Staff

Interests: Tennis; Watching Football, and Collecting Miniature Shoes