

Elizabeth Duncan

PHONE 404.323.6563

EMAIL ehduncan99@gmail.com

ADDRESS 240 South Peter St. Athens, GA

REFERENCES

Megan McGarrah

THE WESLEY FOUNDATION DIRECTOR

630.606.5541

megan.mcgarrah@gmail.com

Ryan Treadwell

THE REAL MOVEMENT

770.256.2055

ryan.treadwelltrm@gmail.com

COURSES COMPLETE

Accounting 2101

Accounting 2102

CURRENT COURSES

Intermediate Accounting 1

Managerial Accounting

Professional Accounting 1

Professional Accounting 2

SCHOLARSHIPS

Zell Miller

2017–2021

William T. Carlisle

2017–2021

Jo Farr

2017–2018

Myrtle Figueras

2017–2018

SKILLS

Conversational Spanish

OBJECTIVE Summer Accounting Internship

EDUCATION

University of Georgia ATHENS, GA

J.M. Tull School of Accounting

B.B.A., Accounting MAY 2021

ACCOUNTING GPA 3.8

INTEND TO PURSUE MACC MAY 2022

EXPERIENCE

Seller Accountant, Accounting Intern JANUARY 2020–PRESENT

Proficient in Quickbooks

Posting of e-commerce financial information

Filing as necessary and reporting to financial controller

Red Dress Boutique, Outbound Associate 2019–2020

Analyze SKU numbers

Verify orders are processed correctly

INVOLVEMENT

Women in Business at UGA SPRING 2020–PRESENT

Participate in monthly networking events

Chi Omega Sorority, RIF Chair SPRING 2018–PRESENT

Organize recommendation letters

Evaluate potential new member records

The Wesley Foundation, Mentor 2018–PRESENT

Guide 20 freshman girls through freshman endeavors

The Real Movement, Outreach Coordinator 2018–2019

Organized campus events and functions