

Susan Franklin

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Objective: An entry-level Accounting position

Education: **Franklin College**, Franklin, Indiana
Candidate for Bachelor of Arts Degree
Major: Accounting
G.P.A.: 3.5
Anticipated Date of Graduation: May 2018

Skills: QuickBooks, Excel, PowerPoint, Peachtree Accounting Software, Bilingual (French / English), Sales, Training, Supervision, Customer Service, Problem Solving, Verbal and Written Communication, Project Planning and Management

Experience:

Franklin Accountants, LLC, Franklin, IN

8/17 to Present

Accounting Intern

- Process client payrolls – reports and tax forms
- Analyze and reconcile various company transactions
- Create various spread sheets as needed
- Assist clients by explaining tax form instructions, answer questions/phone calls

Heartland Community Bank, Franklin, IN

9/15 to 8/17

Assistant Teller

- Assisted customers with various bank transactions
- Typed and filed correspondence
- Performed light data entry of policy data
- Prepared reports for management utilizing WordPerfect and Excel
- Provided clerical support to senior tellers

Honors and Activities:

- Franklin College Dean's List (3.5/4.0) - Five Semesters
- Franklin College Softball (3 years): MVP 2013
- Franklin College Outstanding Leadership Award
- Member of Omega Omega Omega Sorority: President 2012-2013
 - ΩΩΩ Community Service Award
 - Coordinated Franklin College Canned Food Drive
- Johnson County Youth Services Volunteer