

Elizabeth Wright

Campus Address

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EDUCATION

B.S. – Business Administration, concentration in Finance
Notre Dame de Namur University (NDNU), Belmont, CA
Expected graduation: May 2015

Coursework

Financial Accounting	Auditing	Effective Business Writing
Managerial Accounting	Federal Taxation	Communications
Cost Accounting	Corporate Finance	Information Systems

RELEVANT EXPERIENCE

Financial Management

- Through fundraising efforts and negotiating donations, was able to increase student participation at club events by 20% over previous year while leaving significant balance for next academic year.
- As intern in accounting department for mid-sized publishing company, negotiated immediate payment of over \$25,000 of past due invoices.
- Created spreadsheets and reports to analyze sales and marketing monthly expenses for Director of Marketing to help him prepare for annual budgeting.

Leadership

- Served as Treasurer for BizCom Club on campus, responsible for annual budget of over \$5000. Acted as meeting facilitator when President was unable to attend meetings.
- Appointed team captain for holiday food drive at NDNU. Our team collected two barrels of canned food which was delivered to Second Harvest Food Bank in time for Thanksgiving distribution to needy families.

Communications

- Created written report summarizing student club activity for academic year. Report included recommendations for incoming officers concerning both successful and unsuccessful events and projects.
- Wrote and designed PowerPoint presentation on the financial management of non-profit agency for financial accounting class.

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WORK HISTORY

Accounting Intern BC Book Company, Belmont, CA	August 2013 to present
Office Assistant Burry & Associates, Menlo Park, CA	May 2013 to August 2013
Crew Leader Bob's Burgers, San Jose, CA	June 2012 to May 2013
Childcare Provider Chu Family, San Jose, CA	Summers 2010 to 2012