

# Summer Hagy

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St. Cloud, MN 56301

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## CAREER OBJECTIVE

**Professional position in corporate Accounting or Finance department that will allow me to enhance and utilize my education and skills**

## PROFESSIONAL SKILLS PROFILE

One year of related work experience plus an internship in combination with strong academic training and credentials in:

- Accounts Payable & Accounts Receivable
- General Ledger & Cash Reconciliation
- Credit & Collection Operations
- Corporate Banking & Asset Leasing
- Financial Analysis & Reporting
- Economic & Demographic Analysis
- Budget & Cost Analysis
- Project & Team Leadership

## EDUCATION

### **BS – Accounting**

June 2009

RASMUSSEN COLLEGE- St. Cloud, MN

- GPA 3.89
- Dean's List (6 quarters)
- President, Student Accounting Club (2 years)

## EMPLOYMENT EXPERIENCE

*Bookkeeping Assistant*  
TCI Tech Solutions Inc.

September 2008 to Present  
Flint, Michigan

One of the region's fastest growing telecommunications companies; one of the first three employees hired into the Department that currently employs more than 25; earned 4 promotions in 3 years

- Instrumental in creating accounting systems and procedures to support the company's accelerated growth and nationwide expansion.
- Assisted the CFO with designing and automating the company's accounting, financial reporting, cash management, banking and leasing systems.
- Wrote and produced a 200-page accounting procedures manual.
- Coordinated software upgrades and enhancements with internal IS staff.

*Accounting Intern*  
Graystone Financial Services

Summer 2008  
Dearborn, Michigan

Full-time summer internship position; worked in cooperation with professional staff to prepare journal entries, maintain general ledgers, reconcile bank statements and prepare financial reports for clients in the transportation, telecommunications and hospitality industries

*Waitress/Hostess*  
The Towne Marketplace

Summers 2006 & 2007  
Flint, Michigan

- Fast-paced customer service position in one of the area's finest restaurants and resorts
- Gained excellent experience in public relations, special events planning and cash handling/reconciliation