

IMA KNIGHT

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OBJECTIVE

Acquire a position within a company that will allow me to utilize my leadership skills and business acumen.
Desire to work in a team-oriented atmosphere achieving organizational goals and best serving customers.

EDUCATION

Marian University

BS in Accounting and Finance, 150 credit
Graduation Date: December 2011

Indianapolis, IN
GPA: 3.23

RELATED WORK EXPERIENCE

Fastenal

Inventory Control Intern

Indianapolis, IN
May 2011- Current

- Prepare daily reports to measure the accuracy of each department's operations
- Perform daily and monthly audits to ensure the exactness of company processes
- Based on audits, determine areas in need of improvement and implement necessary adjustments
- Train new employees in Fastenal computer software, difference reports, and company policies and procedures

Haywood and Henn, P.C.

Intern

Indianapolis, IN
Spring 2011

- Performed such returns as: Individual 1040s, Partnership 1065s, and Corporation 1120s
- Aided in the preparation and execution of various audits
- Utilized Creative Solutions Accounting software to perform assorted financial services
- Provided database management

Archdiocese of Indianapolis

Office of Accounting Services Intern

Indianapolis, IN
Spring 2010

- Processed various account information with Fundware and Microsoft Excel
- Performed daily deposits for offices within Archdiocese
- Assisted with ongoing filing and organization within the Office of Accounting Services
- Created monthly newsletter to communicate vital information and important dates to company personnel

Student Government of Marian University

Vice President of Finance

Indianapolis, IN
2009-2010

- Manufactured weekly status updates to by-partisan members
- Conducted semiannual budget meeting to ensure guidelines and processes were upheld
- Updated, organized, and managed organization's fiscal reports through the use of Microsoft Excel
- Acted as a support for 40+ clubs and organizations seeking financial guidance

HONORS

- John Sweany Knight of Marian Award (outstanding recognition of service to the university)
- Selected as an Orientation Staff Leader
- Most Outstanding Sophomore 2008-2009
- Allison Fellow Entrepreneurial Scholarship Program

COLLEGE ACTIVITIES

- Student Government Committees: Campus Aesthetics, Financial Aid, and Budget
- College Mentors for Kids
- Cheerleading Program