

Firstname Lastname

Tacoma, WA | 555-667-000 | laneb@gmail.com

Education

Bachelor of Business Administration

Anticipated December 2023

Pacific Lutheran University - Tacoma, WA

- Accounting Concentration
 - Innovation Studies Minor
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Relevant Experience

Business 309 Operations Management: The Supply Chain Game

September 2021 - Present

Pacific Lutheran University - Tacoma, WA

- Participate in a group project to complete an online simulator project that allows students to control and manage a fictitious network of factories to produce and ship products that starts with a budget of \$5M.
 - Collaborate with a team of 4 students to analyze and produce a forecasting method to meet the different demands in 5 regions and set controls on inventory, production, and transportation choices.
 - Complete the project with a cash balance \$17M+ leading to second place and an A in the project.
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Accounting Intern

June 2021 - August 2021

Equality Health - Phoenix, AZ

- Shadowed 4 professionals on the accounting team and observed the month-end closings to learn more about the firm and processes.
 - Determined vendors' contracts that were resourceful to the company by researching information on the service and comparing with an Excel spreadsheet to avoid duplicate services, reduce costs and improve efficiencies.
 - Ran reconciliation report daily on the company store to determine shortages and control on store inventory.
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Additional Experience

Receptionist

September 2021 - Present

Dental Co. - Tacoma, WA

- Answer over 30 emails/phone calls per shift from patients to schedule appointments, provide information on dental services, and address questions regarding the business.
 - Provide assistance with various company projects and develop professional relationships with multiple employees/supervisors.
 - Maintained cleanliness of the work environment by organizing office supplies, throwing away trash and sanitizing computers/desk areas to ensure patients feel comfortable while in the building.
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TelALute-Student Caller

February 2020 - May 2020

Pacific Lutheran University - Tacoma, WA

- Contacted 60+ PLU alumni and donors a day by phone to raise funds in support of students and expand opportunities.
 - Kept alumni and friends of PLU connected to current students and news of the university by informing them of current events and specific statistics.
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Awards

Act Six Scholar

September 2018 - Present

Pacific Lutheran University - Tacoma, WA