

Jeannine Riley

Temporary: Messiah College Box 5555, Grantham, PA 17027 (717) 796-3333

Permanent: 111 James Avenue, Harrisburg, PA 17111 jr1234@messiah.edu

OBJECTIVE: To obtain a position at a public accounting firm that will utilize my accounting knowledge and skills.

PROFESSIONAL PROFILE: Exceedingly organized and accurate; well developed oral, written and personal communication skills; responsible and reliable; trustworthy and professional

EDUCATION: **Bachelor of Science in Accounting**, May 2005
Messiah College, Grantham, PA
Cumulative GPA: 3.48/4.0

Taking Becker CPA Review Course in preparation for summer 2005 CPA exam

RELATED EXPERIENCE: **Financial Aid Office Work Study**, Fall 2001 to present
Messiah College, Grantham, PA

- Effectively communicate financial aid information to parents and students
- Train new employees
- Scan and file confidential documents
- Perform routine office tasks as assigned by employers

VITA Volunteer Income Tax Assistance, Spring 2004

- Assisted elderly and low-income families with tax preparation
- Gained practical knowledge of tax procedures

Stewardship Coordinator, Service Trips, Fall 2003-Spring 2004
Messiah College, Agape Center, Grantham, PA

- Treasurer of a leadership team to organize student service trips
- Prepared accurate semester budgets for expenditures
- Recorded cash inflow and outflow transactions

VOLUNTEER EXPERIENCE: **Acolyte Coordinator**, 2001 to present
Shiremanstown United Methodist Church

- Leader and mentor of children in the church
- Coordinate the yearly schedule