

# Shannon Guidry

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## Objective

An accounting position that will allow me to utilize my knowledge and abilities to benefit my employer.

## Education

### **Bachelor of Science in Accounting; minor in Management**

Southeastern Louisiana University, Hammond, LA December 2009

Overall GPA: 3.0 Accounting GPA: 3.5 Completed 150 hour CPA Requirement

## Key Qualifications

- Committed to the highest quality in work performance and to achievement of results.
- Exceptional planning and organizational skills developed through education and work experience.
- Demonstrated ability to work collaboratively as part of a team to achieve goals.
- Strong leadership skills acquired through management position and involvement in student organization.
- Effectively manage multiple responsibilities by applying time management and prioritization skills.
- Computer skills include Microsoft Office, Peachtree, Audit Command Language (ACL), TurboTax, RIA Checkpoint, and Centrec.

## Work Experience

### **Administrative Assistant**, August 2008 - present

Michael F. Smith & Company, Certified Public Accountants, Hammond, LA

Maintain billing system and files. Prepare, verify, proof, and assemble tax returns. Review compilation reports and financial statements for adherence to reporting requirements. Assist with various accounting functions and perform research as requested.

### **Driver/Assistant Manager**, June 2006 - June 2008

Domino's Pizza, various locations, Southeast Louisiana

Supervised 13-17 team members. Reduced costs by 5% through cutting expected labor hours per sale by working efficiency and effectively. Kept operations running smoothly through effective problem-solving and strategic decision-making. Trained new hires on company's policies, procedures and customer service.

### **Student Assistant**, January 2005 - May 2006

Recreational Sports and Wellness Department, Southeastern Louisiana University, Hammond, LA

Operated a point-of-sale, member database and facility management system. Sold memberships to alumni and faculty. Participated in special tasks, projects, and events. Assisted students, faculty, and alumni with questions and concerns.

## Accomplishments

- American Marketing Association  
Office held: Vice President of Finance, September 2004 – May 2005.  
Responsibilities included collecting payments, processing disbursements, preparing financial statements, preparing annual budget, reconciling bank statements, providing financial information to executive body, and presenting financial results to members.
- Institute of Management Accountants, Member  
Attended meetings with guest speakers on business topics.
- Dean's List, multiple semesters