

Shannon Guidry

1000 Breezeway Ave. Apt. Z Baton Rouge, Louisiana 70816 (225) 700-5000 sgn@bellsouth.net

Objective

An accounting position that will allow me to apply accounting and management knowledge and abilities to benefit my employer, while expanding my knowledge, skills and experience base in business.

Education

Bachelor of Science in Accounting; minor in Management

Southeastern Louisiana University, Hammond, LA December 2015

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

Key Qualifications

- Strong knowledge base in accounting gained through education and work experience.
- Committed to the highest quality in work performance and results.
- Exceptional planning, organizational, and multitasking skills.
- Effectively manage multiple projects with attention to detail and timelines.
- Demonstrated ability to work collaboratively as part of a team to achieve goals.
- Leadership skills acquired through management position and officer role in student organization.
- Computer skills: Microsoft Office and Audit Command Language (ACL).

Work Experience

Administrative Assistant, August 2014 - present

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

Prepare, verify, proof, and assemble tax returns. Review compilation reports and financial statements for adherence to reporting requirements. Maintain organized billing system and files. Assist with various accounting functions. Perform research. Assist clients with questions and concerns.

Student Assistant, January 2013 - May 2014

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. Assisted with special projects and events to ensure successful outcome. Assisted students, alumni, faculty, and staff with questions and concerns.

Assistant Manager, June 2012 – December 2013

Domino's Pizza, various locations, Southeast Louisiana

Supervised 11-15 team members. Kept operations running smoothly through effective problem-solving and strategic decision-making. Trained new hires on company policies, procedures and customer service.

Accomplishments

- Delta Tau Delta Fraternity
Office held: Vice President of Finance, 2014 - 2015
Responsibilities included collecting payments, processing disbursements, preparing annual budget, reconciling bank statements, and presenting financial results to members.
- Institute of Management Accountants
Attended meetings with guest speakers on a range of current business topics.
- Dean's List, multiple semesters