

Analiese Dawson



Education

Higher Education

Oklahoma Christian University

Expected Graduation:

BBA in Accounting - Spring 2025

MBA Program - Summer 2026

GPA - 3.38

Classes

Completed

Accounting Principles 1 & 2

Cost Accounting

Principles of Finance

Current

Intermediate Accounting 1

Income Taxation

Management Information Systems

References

Sydney Kosmicki - Manager

+503-349-8257

sksydney12@gmail.com

Patty Landes - Supervisor

+405-323-6514

Patty.landes@oc.edu

Objective

My goals in searching for an internship are to explore a future in the accounting field and gain real-world experience through hands-on learning. I want to further my professional communication and networking skills and gain insight and training from experienced accounting professionals.

Experience

2019 - Current

Edmond, OK

Human Resources Student Worker

Oklahoma Christian University

- Help students and new employees fill out paperwork to begin employment with the school.
- Complete data entry on programs such as Microsoft Excel, Google Drive, and Laserfiche.
- Train new office employees to complete job requirements.

2022 - Current

Edmond, OK

Accounts Payable Student Worker

Oklahoma Christian University

- Daily and monthly bank reconciliation
 - Matching and organizing journal entries
- Updating the monthly Budget to Actual Reports
- Updating the Informer Report when needed

2019 - 2023

Sherwood, OR

Events Hostess

Langers Entertainment Center

- Greeted customers upon arrival and escorted them to their seats.
- Took orders for customers efficiently.
- In three years, trained more than 50 new employees.
- Talked and interacted with guests through shifts (4-10 hours).