

GRACE BYRD

CONTACT

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SKILLS

- Scanning documents
- Use in the program colleague
- Filing skills
- Creating Invoices

EXTRACURRICULAR ACTIVITIES

- Oklahoma Christian Accounting scholarship Association 2022
- Ethics Debate team 2021-present
- Pianist for the Oklahoma Christian University on scholarship 2021-present
- Treasurer of Iota Kappa Phi 23-24

SUMMARY

A self-motivated college student with a sense of ownership, and the desire to learn complex processes and systems. Looking for an internship in accounting where I can use the skills I have learned, as well as gain real world accounting concepts and experiences. I want to grow in my knowledge of managing accounts and preparing financial statements.

EDUCATION

Oklahoma Christian University
2021-present

- Accounting and Finance Majors
- Junior
- Estimated Graduation date May of 2025
- Between a 4.0- 3.4 GPA

Work Experience

Oklahoma Christian

Accounts Payable 2021-present

- Assisted with scanning documents, filing W-9 forms, making invoices, creating vendor files

Resident Assistant(RA) 2022-present

- Resident life staff for the freshman girls dorm
- Planned events with other RA's , responsibility of curfew check, provided support when needed.

Subway

Sandwich Artist 2021-2022

- Assited with making product and ensuring coustmer satisfaction