NATHAN NUMBERS

1234 S. Hansen Blvd.
Coon Rapids, MN 55442
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OBJECTIVE

To use interpersonal, organizational, accounting and management skills in a mid-sized firm.

EDUCATION

B.S. Accounting, Magna cum Laude
Northwestern College, St. Paul, MN, May 2005
GPA: 3.5, Dean's List 2002 - 2005

PROFESSIONAL ACHIEVEMENTS

Completed hours necessary to become Certified Public Accountant. Exam taken May 2005.
Recipient of WIPFLI accounting student scholarship.

RELATED EXPERIENCE

Staff Accountant, CONRAD & ASSOCIATES, LLP, CPA's, Bloomington, MN, 2005 - present

- Team member for local government financial and grant audits.
- Perform testing, internal control assessment and financial statement evaluation on Federal Government audits for mid to large size agencies.

Student Controller, NORTHWESTERN COLLEGE, St. Paul, MN, 2002 - 2003

- Managed student accounts of over $200,000.
- Elected as a member of Executive Council.
- Worked in conjunction with College's accounting department.
- Reconciled all student government accounts and oversaw payroll of $100,000.

Orientation Student Director, NORTHWESTERN COLLEGE, St. Paul, MN, 2001 - 2002

- Worked closely with the Associate Dean of Student Affairs.
- Organized campus wide "Opening Day" program delivered to 1500 students.
- Coordinated all events from President's office to maintenance crews.
- Managed a $30,000 budget.
- Designed new programs for entering freshmen.
- Supervised 40 undergraduate student leaders.

Trust Administrative Clerk, NORTHWESTERN COLLEGE, St. Paul, MN 2000 - 2001

- Helped manage all University Gift Annuities and Unitrusts.
- Contacted current donors and worked collectively with Northern Trust Agency.
- Reconciled donor accounts of over $3,000,000.

TECHNOLOGY SKILLS

PC and MAC proficiency, Excel, QuickBooks