

# Daisy Driggers

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## OBJECTIVE

To obtain an entry-level position in the audit field

## EXPERIENCE

**Stewart & Associates, CPA PC, Marietta, GA**

January 2018 - May 2019 Seasonal

**Accounting Clerk/Administrator**

- Detected and communicated accounting and auditing matters to the client
- Communicated and worked as a team to evaluate and develop authoritative federal and state income tax returns
- Invested in professional relationships with clients and assist them with the tax process

**Lawn Doctor, Woodstock, GA**

March 2014- May 2019

**Office Assistant**

- Authorized and recorded accounts receivable data
- Sold services using solid justification to prospective customers
- Maintained positive business relationships to ensure future sales

**Synergy Medical Centers, LLC, Acworth, GA**

July 2015 - June 2016

**Receptionist/Customer Service**

- Collected patient payments and balanced at the end of day
- Scheduled appointments and performed all necessary clerical duties to insure office efficiency
- Insured compliance with all federal and state guidelines for release of patient information
- Greeted and checked-in patients while providing excellent service

## SKILLS

Word, Excel, PowerPoint, Tableau, Drake, QuickBooks

## EDUCATION

**Kennesaw State University, Coles College of Business, Kennesaw, GA**

May 2019

Bachelor of Business Administration in Accounting

GPA: 3.2

- Dean's List, President's List
- Internal Audit Education Partnership (IAEP) Certificate
- Hughes Leadership and Career Program
  - Participated in multi-semester course to enhance writing, presentation and professionalism skills within career context
  - Engaged in career exploration research to determine career path in multiple formats, including Career Conversation with a CPA
  - Utilized Strengths Quest to assess talents and incorporate into career development process
  - Received one-on-one guidance from an Accounting faculty member and industry professional, who served as Career Coach

## Accounting Coursework:

Internal Audit, Accounting Data Analytics, Fraud & Forensic Accounting, Financial Accounting, Information Systems and Communication, Auditing & Assurance, Legal and Ethical Environment of Business, Managerial Accounting, Advanced Taxation, CPA Eligible