

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