

Carson N. Reed

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Current Address

1007 Summerlake Circle, Apt 101
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Permanent Address

237 River Run Court
Columbia City, IN 46725

Education	Bachelor of Science, Business Administration – Accounting	
	University of South Carolina Beaufort (USCB) , Beaufort, SC	Expected May 2020
	Major GPA 3.87	
	Dean's List: Fall 2017, Spring 2019	
	President's List: Spring 2018, Fall 2018	
	Manchester University , Manchester, IN	Fall 2016 – Spring 2017
	Major GPA 3.9	
	Scholar Athlete	
	Dean's List: Fall 2016, Spring 2017	
Experience	Morsches Lumber, Inc., Assistant Accounting Manager	Summer 2019 – Current
	• Develop cost-benefit analysis of inventory purchasing • Prepare journal entries and account adjustments • Work in QuickBooks, BisTrack, SQL, and Microsoft Office - Excel • Assist in managing customer accounts and payments • Prepare and file sales tax, use tax, and vehicle tax reports • Perform daily and monthly reconciliations	
	USCB, Accounting Department Tutor	Fall 2019 – Current
	• Tutor students in Introduction and Intermediate Accounting 1 & 2 • Tutor Students in Economics	
	EXPRESS, Sales Representative	Summer 2018, Winter 2019
	• Made sales and established customer relationships	
	SourceOne Insurance, Insurance Assistant	Winter 2016
	• Attended client meetings and created policies to present to clients • Audited client accounts and tracked payments	
Community Service	Gamma Beta Phi National Honors Society	Fall 2017 – Current
	• Manage and lead national/regional development teams and service initiatives • Participate in monthly board meetings focused on Society development • Speak at ceremonies as key note speaker • Completed over 160 approved community service hours to date • Drafted Society Constitution, Bylaws, and employee handbooks and policies	
	Hopeful Horizons	Spring 2018, Fall 2019
	• Raised awareness of domestic abuse, sexual assault, and mental health	
	Shark-a-palooza	Fall 2018, Fall 2019
	• Promoted clubs on campus and informed students of them	
	International Student Day	Fall 2018
	• Welcomed international students and assisted in their transition process	
Activities	Gamma Beta Phi National Executive Committee	Winter 2017 – Current
	USCB Gamma Beta Phi National Honors Society, Vice President	Fall 2017 – Spring 2019
	USCB Club Basketball, Team Captain	Fall 2017 – Spring 2019
	Manchester University Baseball	Fall 2016 – Spring 2017
	Manchester University FCA	Fall 2016 – Spring 2017