

Connell Yoste

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EDUCATION

The University of Mississippi

Bachelor of Business Administration in Managerial Finance & Real Estate

University, MS

Expected – May 2020

- **Cumulative GPA – 3.34**

PROFESSIONAL EXPERIENCE

University of Mississippi Procurement Services Office

Assistant

University, MS

Sept. 2019 – Jan. 2020

- Process/verify/validate/approve travel authorization, advances and reimbursements to employees for all institutional travel
- Send out vendor applications. Use application data to create a vendor file. Answer departmental and vendor related questions regarding payment issues, invoices, orders, deliveries and cancellations
- Generate purchase orders from requisitions; verifies prices, budget category, makes corrections as necessary; and notifies departments of any discrepancies

BGR Group

Clerk

Washington D.C.

May 2019 – July 2019

- Top 4 lobbying firm in U.S. in 2017 as ranked by politico.com
- 14 clerks, one of three undergraduates
- Worked with lobbyists to prepare and facilitate memorandums for clients
- Listened and attended Congressional hearings covering policy areas such as Defense, Business, Finance, and Healthcare

The Blackburn Group, RJ Allen & Associates

Intern

Oxford, MS & Austin, TX

May 2017 – July 2017

- 2017 Top 500 Growing Private Business according to Forbes
- Personal assistant to CEO
- Coordination ranging from scheduling travel and setting meetings
- Worked with accounting department to organize information and prepare financial statements
- Attended meetings with business partners to discuss or complete property acquisitions

Oxford Floral

Delivery Driver

Oxford, MS

May 2016 – July 2016

- Deliver & process flowers
- Handle inventory, wedding setup

HONORS

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- Alumni Scholarship Recipient (2016-Present)
 - Grove Society Scholarship Recipient (2016-Present)
 - Army Aviation Association of America Scholarship Recipient (2016-Present)
 - Boys State Scholarship Recipient (2016-Present)
 - Sigma Chi Fraternity
 - Recruitment Chair & Judicial Chair