

# Shannon Guidry

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## Objective

An accounting position that will allow me to utilize my knowledge and abilities to benefit my employer.

## Education

### **Bachelor of Science in Accounting; minor in Marketing**

Southeastern Louisiana University, Hammond, LA May 2005

Overall GPA: 3.0 Accounting GPA: 3.5 Completed 150 hour CPA Requirement

## Key Qualifications

- Exceptional planning, organizational, and critical thinking skills developed through education and work experience.
- Effective communication skills; ability to present information to team members in an energetic and motivational manner.
- Outstanding leadership skills acquired through management position and involvement in student organizations.
- Substantial multi-task skills developed through fast-paced work environments, education, and multiple employments.
- Computer skills include Microsoft Office, Internet, Peachtree, Audit Command Language (ACL), TurboTax, RIA Checkpoint, and Centrec.

## Work Experience

### **Administrative Assistant/Receptionist**, August 2002-April 2003

Michael F. Smith & Company, Certified Public Accountants

Maintained billing system and files. Prepared, verified, proofed, and assembled tax returns. Reviewed compilation reports and financial statements for adherence to reporting requirements. Assisted with various accounting functions and performed research as necessary.

### **Driver/Assistant Manager**, January 2001-June 2002

Domino's Pizza, various locations

Supervised 13-17 team members. Reduced costs by 5% through cutting expected labor hours per sales by working efficiency and effectively. Kept operations running smoothly through effective problem-solving and good decision-making. Trained new hires on company's policies and procedures, and customer satisfaction.

### **Student Assistant**, June 2000-December 2001

Recreational Sports and Wellness Department, Southeastern Louisiana University, Hammond, LA

Operated a point-of-sale, member database, and facility management systems. Sold memberships to alumni and faculty. Participated in special tasks and projects upon request. Assisted students, faculty, and alumni with questions and concerns.

## Accomplishments

- American Marketing Association. Office held: Vice President of Finance, September 2004 – May 2005. Responsibilities included collecting payments, processing disbursements, preparing financial statements, preparing annual budget, reconciling bank statements, providing financial information to executive body, and presenting financial results to members.
- Institute of Management Accountants, Member. Attended guest speaker meetings.
- Dean's List, multiple semesters.