

# Bertina Latrice Dent

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Zachary, LA 70791

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Home: (225) 658-5905

Cell: (225) 235-4153

## **OBJECTIVE:**

To obtain employment in the area of Accounting with a focus in Auditing

## **EXPERIENCE:**

***Louisiana Workers Compensation Corporation – Baton Rouge, LA***

***Bookkeeper***

***May 2004 - Present***

- Post-incoming payments
- Process lockbox transactions
- Prepare journal entries
- Perform check research
- Monitor multistate account transactions
- Process NSF checks
- Data entry claim recoveries

***Input Coordinator***

***August 2002 - May 2004***

- Performed data entry functions to update/maintain computer database
- Reviewed, logged, and entered new policy applications
- Assisted policyholders with account inquiries
- Researched balance dues, incomplete audits and missing information
- Identified multistate exposures and provided findings to underwriters

***Staff Assistant***

***October 2001 – August 2002***

- Entered payroll reports
- Edited non-money endorsements
- Proofed, mailed new policies and endorsements
- Monitored and notified underwriters of potential policy cancellations

## **EDUCATION:**

***Southern University Agricultural & Mechanical College – January 2006 – \ Present***

Business Major with a concentration in Accounting

***Baton Rouge Community College***

Associate Degree of Applied Science in Business Technology – May 2001

## **SKILLS:**

Microsoft Word, Excel, Outlook, Access, Power Point, Typing, and 10-key

## **PROFESSIONAL AFFILIATIONS:**

National Association of Black Accountants (NABA)

## **REFERENCES:**

Available upon request

P.O. BOX 8062 • JACKSON, MS 39284  
PHONE (601) 594-3406 • E-MAIL JH04CHLDR@AOL.COM

# AMBER VAUGHN

## OBJECTIVE

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To find an entry level position which will utilize education and experience in accounting, finance, and computer applications

## EDUCATION

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August 2004 – Present                      Southern University and A&M College  
Baton Rouge, LA

*Accounting, Finance, and minor in Business Management*

- Member of the Dean's List, College of Business Fall 2004, Spring 2005, Fall 2005, Spring 2006, Fall 2006.
- 3.5 Grade Point Average in majors; 3.60 Cumulative Grade Point Average. In top 5 percent of senior class.
- Will be eligible to sit for CPA examination upon graduation.
- Beta Gamma Sigma (international honor society for collegiate business/management students).

August 2000 – May 2004                      Jim Hill High School  
Jackson, MS

- Graduated with class rank of 6 out of 208 students.
- International Baccalaureate student.

## AWARDS RECEIVED

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International Foreign Language Award, International Baccalaureate Graduate, National Honor Roll, National Honor Society, Mu Alpha Theta (math honors society), Who's Who, Dean's List, National Scholar's Honor Society.

## INTERESTS AND ACTIVITIES

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National Association for Black Accountants, Student Government Association, Association for Women's Students, Bethune Hall Treasurer, Economics and Finance Club, Black Executive Exchange Program

## WORK EXPERIENCE

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February 2002 – August 2005      Save Rite Grocery Warehouse, Jackson, MS  
*Cashier*

- Scanned 32 items per minute

- Engaged in positive customer relations with over 200 customers per day.
- Accurately balanced a cash drawer of \$4,000+ daily.
- Stocked Shelves for display.

## **REFERENCES**

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Available upon request.