

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.

# Ursula Wilson- Williams

3431 Leesburg Avenue  
Baton Rouge, Louisiana 70814  
Home: (225) 273-6844 ~ Cell: (225) 773-7059  
ukwwilliams@yahoo.com

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## Finance Professional

Accounting Principles  
Advanced GAAP  
Managerial Finance  
International Finance

Financial Instruments & Capital Markets  
Money and Banking  
Investments  
Strategic Management

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## Education, Honors and Affiliations

**Southern University A&M College** (expected July 2007)  
Baton Rouge, LA  
**Bachelor of Science, Finance**; GPA in major- 3.0

**Earl K. Long Hospital**, Baton Rouge, LA

**Volunteer**- Performed variety of administrative and clerical functions including: data entry, typing, and handling telephone inquiries.

**Dean List** 2001, 2004, 2005, 2006

**President**- Economic & Finance Club, 2007

**SU Gala on the Bluff Scholarship** – 2006, 2007

**2007-2011 Southern University College of Business Strategic Planning Committee**

**Student Treasurer-** Zachary High, 2000  
**Member-**National Honor Society, 2000, 2001  
**Coca-Cola Scholarship Finalist,** 2001  
**Mayor- President Kip Holden Scholarship,** 2001

### Professional Experience

2004-2006      **Consumer Credit Counseling Service,** Baton Rouge, LA  
**Researcher I / Customer Service Representative**  
Managed client and/or creditor's problems and requests in a qualitative manner improving customer satisfaction levels. Professionally handled customers by providing financial support and consulting on a one on one basis through accurate budgeting, forecasting, and credit reporting to assist the client in becoming debt free.

Ursula Wilson-Williams

(225) 273-6844

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2002-2003      **Remington College,** Baton Rouge, LA  
**Receptionist- Part-time**  
Orchestrated nightly operations; accountable for developing and maintaining various reports and programs such as student records and accounts. Supervised all operational activities including, handling large volumes of calls, building security, maintenance and the educational staff. Directly responsible for distributing mail, both electronic and physical.

2000-2002      **JCPenny's,** Baton Rouge, LA  
**Sales/Cashier**  
Among Top Sales Associate in opening new credit card account despite working full- time and attending high school and college.  
Designed and implemented new loss prevention and inventory control methods that was credited with reducing shrinkage in selected departments, training new associate in selected department. Basic retail duties such as balancing cash drawer and doing deposit tickets.

### Technical Programming and Software Skills

Proficient with all Microsoft Windows based programs, WordPerfect, Excel, Quick Books, Lotus 1-2-3, Power Point, Outlook, Publisher, Access, Adobe Photoshop, E-mail, Advanced Internet Skills, MS Front Page, HTML, and Web Page Design

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**References and Supporting Documentation Furnished Upon Request**