

# Carone J. Carson

## Objective

To obtain a career with a diverse company that offers growth and opportunity geared toward my career goals.

## Education

*August 2006 – Present Southern University and A&M College  
Baton Rouge, LA*

Master of Business Administration Program  
Anticipated Date of Graduation: May 2008  
G.P.A. 3.5

*August 2000 - December 2005 Southern University and A&M College  
Baton Rouge, LA*

Major: Economics

Graduated: December 2005

## Experience

*April 2005 – February 2008 Carson's Investment Baton Rouge, LA*

### **Financial Advisor**

Responsible for purchasing and selling homes to individuals of low income families. In charge of interacting with existing and potential tenants to discuss all aspects of the living arrangements while managing and maintaining all financial records.

*June 2003-Present Alltel Communications Baton Rouge, LA*

### **Senior Wireless Consultant (Supervisor)**

Managing an extensive customer base, providing excellent customer service to clients in the follow up of the sale.

Assisting clients with follow up questions, and sale of new products and upgrades.

Delivering informative sales presentations to potential and existing clients.

Developing presentations for new and improved methods of increasing sales and customer satisfaction.

*May 2004- May 2005 Southern University and A&M College  
Baton Rouge, LA*

### **Men's Federation - President**

Provided leadership to all Men's Federation members (4,000 members).

Supervised all meetings and organized different events.

Implemented new strategic plans and supervised a well organized budget.

*February 2001-February 2002 United Artist Theater Baton Rouge, LA*

### **Supervisor**

Responsible for effectively communicating with diverse individuals and groups. Closed and opened office, handled bookkeeping, disciplining and motivating employees, and enforcing store policy.

In charge of operating computerized cash register systems, and managed merchandise.

## Interests

Men's Federation 2000-05 - President 2004-05; Economics and Finance Club 2002-04; Political Science Club 2000-02; Student Government Association 2000-05; Omega Psi Phi 2003-06 - President 2003-04; Who's Who in College 2000-03; Black Executive Exchange Program 2000-05; National Association for the Advancement of Colored People 2001-06; Fine Intelligent Real Men 2004-06; National Black MBA Association 2006.

Microsoft Excel, Microsoft PowerPoint, and Microsoft Word

# Suresh Kumar Sonti

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**OBJECTIVE** To obtain an Internship in Accounting

**EDUCATION** Currently pursuing **Masters in Business Administration**, Southern University & A&M College **GPA: 3.6**  
Post Graduate Diploma in Business Management 2000 – 2001 O.U, India **GPA: 3.2**  
Bachelors in Commerce 1997 – 2000 O.U, India **GPA: 3.5**

**WORK EXPERIENCE** **Spring 2005 – Present**  
**Graduate Assistant**, College of Business, Southern University and A&M College, Baton Rouge

- Web Master for College of Business (Designing and maintaining the college website)
- Software installation and troubleshooting
- Assisting professors and students in Windows application

## Fall 2003 – Summer 2004

**Graduate Assistant**, Dept. of Accounting, Louisiana State University, Baton Rouge

- Maintain, troubleshoot; Hardware, Software installation; Develop and maintain Web site
- Type editorial letters, articles for Journal of Forensic Accounting, Oil Gas & Energy Quarterly reviews, indexes
- Other office clerical duties
- Proctor and grade exams

## Web Designing

- Designed website for College of Business ([www.business.subr.edu](http://www.business.subr.edu))
- Designed website for Master of Business Administration ([www.mba.subr.edu](http://www.mba.subr.edu))
- Designed website for a publishing company ([www.19thletterpublications.com](http://www.19thletterpublications.com))
- Designed website for a Wedding Video Company ([www.trimotionvideo.com](http://www.trimotionvideo.com))

## COMPUTER SKILLS

### Operating Systems

- DOS-6.22, WINDOWS – 95/98/NT/2000/XP

### Packages

- Excel, Microsoft Word, PowerPoint, MS FrontPage, MS Visio Macromedia Dreamweaver, Fireworks, ACL, SPSS, Turbo Tax, SwishMax, SAP R/3

### Databases

- MS Access 2003

**COURSES** Advanced Financial Accounting; Management Accountancy; Financial Reporting and Analysis; Business Statistics; Business Stats. & Quant. Techniques; Modern Economic Analysis; Systems Auditing; Income Tax; Mercantile Law; Tax Accounting; Accounting Information Systems; Tax Accounting I, Tax Accounting II; Cost Accounting; Auditing; Advanced Cost Accounting; Managerial Accounting, Operations Management

**PROJECTS** **Systems Auditing:** Detection of errors, fraud, misappropriation of assets, and payroll fraud using ACL software

**Computer Hacking:** Tools used in computer hacking, types of computer, identifying a hacked computer, steps to take when a computer is hacked and prevention of computer hacking

**Case Studies:** Consolidation of companies, what are the advantages and disadvantages of consolidation of two companies, whether consolidation is appropriate in a particular situation and how financial statements are prepared for a consolidated company using FASB guidelines

**SAP:** Planning and Controlling through Enterprise Systems, the role enterprise systems play in changing the planning and controlling function of organization using SAP tools

**Turbo Tax:** Used turbo tax software as part of a course to file tax returns

## REFERENCES

PRITCHARD MONCRIFFE  
Technology Specialist  
College of Business  
Southern University A&M College  
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# Jessica A. Spruel

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Baton Rouge, LA 70808

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## **Career Objective:**

To obtain employment with an established company where I can utilize my graduate degree to build upon leadership and teamwork, and to develop experience in business and management

## **Education:**

2006-Present

Southern University and A & M College, Baton Rouge, LA

- Pursuing a Master's Degree in Business Administration G.P.A. : 3.85

2001-2005

Xavier University of Louisiana, New Orleans, LA

- Bachelor's Degree in Political Science/Pre-Law G.P.A. : 3.17  
Minor in Business Administration and Spanish

## **Employment:**

2006 - Present

Southern University-College of Business, Baton Rouge, LA. Research Assistant

- Survey small business owners in the Greater Baton Rouge area
- Identify problems in business, develop a plan that will assist the needs of entrepreneurs, and create effective solutions to promote success
- Identify Southern University alumni who have successfully created and managed their own business as entrepreneurs
- Develop a program to promote alumni experiences and to encourage and expose their success to current students
- Examine College of Business websites at Historically Black Colleges and Universities and assist in the preparation and develop of a Southern University entrepreneurship website

2006

Merrill Lynch, Baton Rouge, LA. Intern

- Reviewed clients' financial statements
- Coordinated community service projects such as helping Habitat for Humanity build a home
- Developed resource guides of financial advisors, clients and services in Baton Rouge, Lafayette, Shreveport and Alexandria
- Completed a group presentation on Goodrich Corporation with an analysis of finances such as the balance sheet, income statement and cash flows statement

2005 - 2006

JC Penney-Mall of Louisiana, Baton Rouge, LA. Sales Associate

- Focused on customer needs and how to meet them
- Maintained an awareness of all products, promotions and advertisements such as new merchandise and current sales
- Communicated customer grievances to management such as issues with merchandise price and/or quality
- Participated in year-end inventory and cycle counts

## **Personal:**

### **Skills**

- Ability to analyze statistical data utilizing SPSS
- Conversational in Spanish
- Ability to operate PC applications: Microsoft Word, Excel, PowerPoint
- Ability to multi-task and execute in a fast-paced environment
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### **Awards and Activities**

- OFC Venture Challenge – 5<sup>th</sup> place (April 2007)
- National Black MBA Association, Inc. (2007 – Present)
- The National Scholars Honor Society (2005 – Present)
- Alpha Kappa Mu Honor Society (2004 – Present)
- Alpha Kappa Alpha Sorority, Inc. (2003 – Present)

## **References:**

Available Upon Request

**Dominiquka Sheree Bryant**  
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(225)315-6826  
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## **QUALIFICATIONS**

Intelligent, young banker seeks job opportunities to enhance capabilities and build a professional career. Background includes ranking number one in teller referrals, passing customer service test with a perfect score, and successfully performing various tasks. Technically proficient in Microsoft Excel, Word, PowerPoint, SAS operating systems, and Microsoft Windows 2000.

## **EDUCATION**

SOUTHERN UNIVERSITY, Baton Rouge, LA  
Master of Business Administration (MBA) August 2006-Present

SOUTHERN UNIVERSITY, Baton Rouge, LA  
Bachelor of Science in Business Management August 2002-May 2006  
Cumulative GPA: 3.70

## **PROFESSIONAL EXPERIENCE**

TECHE FEDERAL BANK, Baton Rouge, LA January 2006-Present

Teller II/CSR

- Process various transactions in a timely manner
- Custodian over the ATM
- Enter teller totals into database
- Audits ATM, vaults, and tellers' drawers
- Completes online training course with 90% or above
- Open and maintain various types of accounts
- Provide great customer service
- Research customer's disputes

## **AWARDS AND ACHIEVEMENTS**

National Honor Society, BETA Gamma Sigma Honor Society, TOPS recipient, Society of Human Resource Management (SHRM) member and scholarship recipient, Hewitt Packard recipient, Gala on the Bluff recipient, secretary for Association for Women Students (AWS), Black Executive Exchange Program (BEEP), Marketing Club, Who's Who Among College Students

## **REFERENCES**

Available upon request



