

Breanne S. Peterson

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PROFILE:

I am an enthusiastic and hard working high school graduate who is seeking a position within a major accounting firm. During the summer of 2004 I worked for a firm of chartered accountants and gained a good understanding of an accountancy practice. I am able to work on my own initiative or as part of a team and can deal with administrative duties competently.

EDUCATION:

- **George Washington High School, Tulsa, OK 2001-2005**
Graduated 10th in class of 567 students and received honors in Science with a GPA of 3.8.

EXPERIENCE:

Intern, Johnson, Branson, Peters & Stevens June – August 2004

- Assisted the Senior Partner who was conducting audits on major companies in the area.
- Handled incoming telephone calls to the Senior Partner from other companies and members of the public.
- Organized and maintained the Senior Partner's filing system.
- Typed reports on a PC using Microsoft Word.
- Devised a new filing system to maintain the files held by the department.
- Solved users PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages.

REFERENCES:

- Dr Robert Brown Tel: (567) 555-9992.
- Pastor Bruce Davis Tel: (567) 555-9993.

INTERESTS:

- Student Council Finance Officer 2004
- SADD – Students Against Drunk Driving Vice-President 2004
- Science Decathlon winner 2004