

Greer Allen

1111 Humboldt Road Apartment 1, Green Bay, WI 54311
(920) 406-8888 or allegg02@uwgb.edu

Objective

Seeking a position at a public accounting firm for the upcoming tax season

Education

University of Wisconsin-Green Bay Green Bay, WI

- Major in Accounting, GPA 3.5/4.0
- Major in Business Administration with a Management emphasis, GPA 3.54/4.0
- Expected graduation May 2001
- Dean's list recognition, three semesters

Experience

Operations Management Specialist (1996-Present)

United Parcel Service-Green Bay, WI

- Started as a Revenue Auditor, promoted to a Package Center Associate, and promoted again to an Operations Management Specialist
- Solve customer problems and ensure good customer relations over the phone
- Compliance auditing in regards to international shipments, hazardous materials, and OSHA requirements
- Developed management skills while training and assisting employees with problems and concerns
- Enhanced leadership skills while supervising frontline operations
- Presently in a management internship emphasizing employee relations, customer satisfaction, and overall operational performance
- Awarded Operations Management Specialist of the First Quarter for 2000

Accounts Payable Specialist (Summer 2000)

Krueger International-Green Bay, WI

- Reconciled and made adjusting transactions for the Accrued Liability Account and the Accounts Payable Trade Account
- Processed accounts payable invoices, check requests, and expense reports
- Created productivity schedules in Microsoft Excel

Billing Clerk (Summer 1998 and 1999)

Landmark Staffing Agency-Green Bay, WI

- Processed and prepared invoices for mailing
- Answered incoming calls and called customers to give them shipping information
- Experience gained includes customer service skills, phone skills, and computer skills including Microsoft Excel and Word

Activities

- Volunteer Income Tax Assistance (VITA) 1999-2000
- American Institute of Certified Public Accountants (AICPA) student member