

## Chronological Resume

### **Anne Helene Pitka**

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907.474.2525

astudent16@gmail.com

#### **EDUCATION**

***BBA in Accounting***

Overall GPA: 3.5

Major GPA: 3.8

Expected: 12/XX

***AA in General Studies***

05/XX

University of Alaska Fairbanks, Fairbanks, Alaska

#### **EMPLOYMENT EXPERIENCE**

***Lab Tutor, UAF School of Management, Fairbanks, AK***

09/XX-Present

- Assisted students on various accounting homework problems
- Maintained grade book for Intermediate Accounting courses

***Intern, Doyon Foundation, Fairbanks, AK***

Summer XX

- Coordinated fifth annual Morris Thompson Memorial Golf Tournament
- Raised \$180,000 for scholarship fund by soliciting sponsors and donations
- Coordinated meetings with Golf Committee, organized reception and gala

***Program Auditor, Fairbanks Native Association, Fairbanks, AK***

08/XX-05/XX

- Audited licensed home care providers' menus to ensure compliance with government regulations
- Computed monthly payment to providers
- Demonstrated sound judgment in ethical and adverse situations
- Interviewed and trained new staff

#### **COMPUTER SKILLS**

- Microsoft Word, Excel, PowerPoint, Access, Outlook; Quickbooks

#### **ACTIVITIES**

- Vice President/Member, UAF Accounting Club: (GAAP)-3 years
- Orientation Leader, New Student Orientation Program-2 years
- Volunteer, Volunteer Income Tax Assistance (VITA)-1 year
- Volunteer, Festival of Native Arts-3 years

#### **HONORS & CERTIFICATIONS**

- Golden Key National Honor Society Member-current
- Dean's List-3 years
- First Aid and CPR-current