

JAMIE HUTCHINSON

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OBJECTIVE

To obtain a position as an Accounting Intern in a profit-oriented company

EDUCATION

Bachelor of Science in Accounting

Expected May 2018

University of Minnesota (UMN), Minneapolis, MN

- GPA: 3.2

Associate in Arts

May 2015

Anoka-Ramsey Community College (ARCC), Coon Rapids, MN

- **Dean's List**- three consecutive semesters

EMPLOYMENT

Customer Service Representative

March 2014 – Present

Select Comfort, Roseville, MN

- Conduct exemplary customer service to promote customer satisfaction
- Demonstrate effective troubleshooting techniques for mattresses and foundations
- Assess customers' needs to effectively guide to best-fit product options
- Develop accurate reports for retail store associates and home delivery technicians

Administrative Assistant

Feb 2011 – Dec 2013

U.S. Bank National Association, Minneapolis, MN

- Supported the Vice President of the mortgage banking division
- Coordinated and scheduled staff and division meetings on a weekly basis
- Created and updated worksheets for Relationship Business Associates
- Maintained all personnel files for a division of 30 employees

ACTIVITIES

Member, Accounting Club, UMN

Sept 2015 - Present

Member, STEM Club, ARCC

Aug 2013 – May 2015

- Assisted in planning and execution of career panel event

Member, Phi Theta Kappa International Honor Society, ARCC

Sept 2013– May 2015

Vice President, Student Senate, ARCC

Aug 2014 – May 2015

- Volunteered 50 hours of community service

COMPUTER SKILLS

Proficient in Microsoft Office Word, PowerPoint, Excel, and Access