
Laura K. Tate

www.lauraktate.com

- OBJECTIVE** To obtain a full-time entry-level position utilizing my leadership, teamwork, analytical, and communication skills.
- EDUCATION** Southwestern University, Georgetown, Texas, May 2004
Bachelor of Arts GPA: 3.1
Major: Business Minors: Economics and Communication
- SKILLS** Proficient in Microsoft Word, Excel, Power Point, and QuickBooks
Knowledge of Microsoft Outlook and French
- WORK EXPERIENCE**
- Accounting Clerk
W. H. "Bill" Connor, Attorney at Law, Georgetown, TX (11/03-present)
- Prepare and submit IRS forms for taxes quarterly and yearly
 - Generate monthly reports of financial statements
 - Calculate monthly payroll
 - Balance and reconcile all financial accounts
 - Act as notary and/or witness to document signings
- Social Security Administration
SCEP Trainee, Georgetown, TX (06/02-10/03)
- Learned numerous programs and databases in short time periods and quickly adapted to ever-changing systems
 - Managed countless government forms, applications, and reports requiring organizational and multi-tasking skills
 - Received customer commendation for demonstrating professionalism and courtesy
 - Provided managerial and unit support
 - Upheld government and claimant confidentiality
- Alpha Delta Pi Sorority
President, Zeta Chapter (02/03-02/04)
- Organized and presided over all weekly chapter business meetings
 - Facilitated monthly executive board meetings
 - Negotiated agreements between the Advisory Board and the Executive Committee
 - Encouraged moral and ethical behavior through Standards hearings
 - Set stringent, yet attainable, goals for the chapter, and achieved them
 - Acted as a turn-around agent to set the chapter on a path to success
- Treasurer, Zeta Chapter (02/02-02/03)*
- Received **International Award** for Excellence in Finance
 - Balanced and reconciled checking and savings accounts
 - Provided the executive office with bimonthly reports for auditing
 - Prepared and managed the \$30,000 budget
- Assistant Treasurer, Zeta Chapter (02/01-02/02)*
- HONORS & ACTIVITIES** Alpha Kappa Psi Business Fraternity officer, Student Advisory Committee, Ronald McDonald House of Temple philanthropy, Georgetown Community Volunteer (Red Poppy Festival, Fiddlin' Fair, Georgetown Area Community Foundation Gala), Southwestern Star-Internship Recognition, AMICA Academic Scholarship