

MEGAN LEE

FINANCE AND ACCOUNTING STUDENT

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Hancock MI 49930

ABOUT ME

I am a fourth year Finance and Accounting student at Michigan Technological University seeking a summer internship where I can apply my knowledge and skills in a professional setting.

EDUCATION

Northwestern Michigan College

Associates in science and arts with a concentration in biology

Sept 2020-May 2021

3.93/4 GPA

Michigan Technological University

Pursuing a Bachelors in Finance and Accounting

Jan 2022- May 2024

4.0/4 GPA

HARD SKILLS

MS Office proficiency

QuickBooks desktop

Pursuing MS Excel Expert certification

- To be completed October , 2023

PROFESSIONAL EXPERIENCE

Business Intern AALee Mechanical

May 2021- Present

- Typed up estimates and billed customers
- Monitored business accounts and employee spending
- Conducted payroll
- Revised budget and spending

Nursing Assistant Munson Medical Center

Oct 2020 - Aug 2021

- Followed patient safety and Covid-19 protocols
- Learned and observed HIPPA guidelines
- Obtained a certification in CPR
- Conducted proper patient care, assisting patients with physical necessities while providing emotional support

Associate Trainer Jomo's Ice Cream

Aug 2017- Sept 2020

- Trained new staff on health and safety guidelines
- Enforced Covid-19 safety protocol as the pandemic began as an essential worker
- Educated new staff on proper equipment use
- Provided support and answered questions both in and outside of the workplace

RELEVANT COURSEWORK AND ACTIVITIES

Courses

Quantitative Problem Solving

Foundations of Tax

Audit and Assurance

Investment Analysis

Advanced Financial Management

Applied Portfolio Management Program

Actively managing a portfolio of stocks and bonds while conducting research on new investments

Volunteer Income Tax Assistance

Income tax preparation for students and community members

KSI Accounting Club

Expanding business relations and technical skills through networking with industry companies and other activities