

JOANNE W. MARSTEAD

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CAREER OBJECTIVE

A position in accounting, banking or finance.

PROFESSIONAL SUMMARY

- Strong academic background in accounting and finance.
- Highly motivated individual with excellent references from professors and previous/current employers.
- Nominated as Lewis College of Business "Accounting Student of the Year."
- Solid computer skills using Microsoft Access, Excel, Turbo Tax, Office.

EDUCATION

B.B.A., Accounting, May 2005
Marshall University, Huntington, WV
GPA: 3.4, Major GPA: 3.7

INTERNSHIP

Hess, Stewart, & Campbell, Huntington, WV

Accounting Intern, January 2005 - May 2005

- Perform general accounting duties; prepare individual tax returns under direction of CPAs.
- Use computerized accounting system to enter and process client data.
- Prepare corporate accounts payroll; process incoming/outgoing mail.

EMPLOYMENT SUMMARY

BB&T Bank, Huntington, WV

Note Clerk (part-time), March 2003 - Present

- Calculate and adjust interest on commercial and mortgage loans.
- Provide customer service; handle complaints and problems.

Sears, Roebuck, and Co., Barboursville, WV

Credit Associate, June 1999 - March 2003

- Processed credit applications; performed clerical and computer duties.
- Solicited credit customers in person and through telemarketing.

HONORS AND ACTIVITIES

Marshall University Dean's List
Accounting Club, Secretary
Huntington Area Habitat for Humanity, Volunteer

REFERENCES

Available upon request