

Amanda Hayes

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Education

Purdue University – Krannert School of Management, West Lafayette, IN May 2016
Bachelor of Science, Double Major: **Accounting & Management**, Concentration: **Finance** **GPA: 4.0/4.0**

- University Honors Program

Internship Experience

Audit Intern, *Ernst & Young*, Indianapolis, IN Summer 2015

- Provided accurate and thorough assistance to assurance staff by completing required walkthroughs
- Analyzed walkthrough procedures; verified client data and corrected documents
- Performed quarter audit procedures to certify reliability and correctness of numbers and support
- Communicated effectively with team by asking relevant questions to deliver high quality work

Client Service Intern, *The Just Company*, Indianapolis, IN May 2013-August 2013; December 2013-December 2015

- Audited 4th quarter transactions to verify accurate recording; corrected various problems to achieve client objectives
- Gathered data and assembled reports using Excel to show clients their investment performance
- Contacted clients and companies to complete client objectives regarding account and investment transactions
- Developed a 28-page handbook used train and guide new employees through daily tasks
- Complied with Financial Industry Regulatory Authority (FINRA) and the Securities and Exchange Commission (SEC) to assemble paperwork for investment purchases

Federal Tax Intern, *Crowe Horwath*, Indianapolis, IN Summer 2014

- Prepared state returns and reviewed processed returns to ensure accuracy
- Researched companies based on specified criteria to compile a list of potential clients

Accounting & Finance-Related Activities and Leadership

Purdue Accounting Association, *Member* Fall 2012-present
Professional Chair Fall 2014-present

- Organize 15+ networking opportunities each semester to connect employers and students attentive to club/exam/class calendars
- Collaborate with officers of Beta Alpha Psi to increase student attendance

Purdue Foundation Student Board, *Member* Fall 2014-present

- Interact with alumni and donors to provide a window into the Purdue student body by demonstrating professionalism, knowledge of Purdue, and campus activities/organizations
- Foster increased appreciation for philanthropy and stewardship within student body through various events

United Way of Greater Lafayette, West Lafayette, IN Spring 2013 & 2014

- Prepared income taxes for qualified citizens saving over \$135,000 in tax fees

Additional Work Experience

Student Assistant, *Krannert Professional Development Center*, West Lafayette, IN August 2013-present

- Provide staff support by completing various tasks to facilitate daily operations
- Accommodate employers by providing guidance and creating a hospitable environment

Cashier/Customer Service, *Dunkin' Donuts*, Brownsburg, IN January 2011-present

- Aid in inventory counts to manage stock levels and track assets
- Train new employees to improve productivity and quality of service
- Increase customer satisfaction through active listening, fast and friendly service, and issue resolution

Student Ambassador, *Purdue's Center for Career Opportunities (CCO)*, West Lafayette, IN August 2013-February 2015

- Critiqued students' resumes to improve portrayal of skills and experiences increasing future job potential

Community Service and Activities

School of Management Employers Forum, *Member* Fall 2013-present

- Developed a program to connect new and old members through weekly meetings and planned discussions

Seminars and Interviews Committee Director Fall 2014-Spring 2015

- Provided service to employers and students during career fairs to ensure a smooth operation
- Analyzed and scheduled approximately 60 company presentations to allow each company maximized attendance

Eller Ethics Case Competition, Tuscon, AZ Fall 2013

Higher Ground Dance Company, Member Fall 2012-Spring 2013