

## STACEY G. COLLINS

[sgcollins@aol.com](mailto:sgcollins@aol.com)

1534 State Avenue  
Shreveport, LA 71105  
(318) 869-0000

1402 Homer, #322  
Ruston, LA 71270  
(318) 254-0000

**OBJECTIVE:** Seeking Staff Accountant position with a public accounting firm which offers opportunities to apply education, experience, as well as strong interpersonal and communication skills. Special interest in financial and business consulting.

**EDUCATION:** Master of Professional Accountancy  
Louisiana Tech University, Ruston, LA  
May 20-- (GPA: 3.87/4.00)

Bachelor of Science, Accounting  
Louisiana State University, Baton Rouge, LA  
May 20-- (GPA: 3.80/4.00)

### PROFESSIONAL SKILLS:

#### Accounting/Financial

- Assist Foundation staff with preparation of financial statements and bank reconciliations. Gained knowledge of estate planning and gift programs.
- Performed accounting functions, including general ledger maintenance, and conducted extensive research on taxation issues.
- Assisted in preparation of quarterly income tax filings for small businesses.

#### Communication/Interpersonal

- Presented monthly educational programs to 75-100 college students.
- Served as spokesperson for 400 peers on issues related to student government.
- Updated departmental policies and procedures manual.

#### Leadership/Planning

- Increased student participation in an annual community service project by 20 percent while serving as College Senator in Student Government Association.
- Developed an educational program which won national recognition for Greek organizations

#### Computer

- Acquired proficiency in Microsoft Word, Excel, PowerPoint
- Gained knowledge of Quicken and Lotus 1-2-3

### EXPERIENCE:

#### Summer Intern

J. C. Morrow, CPA, Shreveport, LA (Summers 20-- and 20--)

#### Student Assistant

Louisiana Tech University, Alumni Foundation (20-- to present)

### ACTIVITIES:

#### Beta Alpha Psi

- Vice President

#### Accounting Society

#### Phi Kappa Phi

#### Student Government Association

- Senator, College of Administration and Business

#### Sigma Kappa Sorority

- Vice President for Education
- Panhellenic Council Delegate