

# Amanda Marie Schafer

## Campus Address

201 Crawford Street Apt. #202

Terre Haute, Indiana 47807

(812) 237-7380

E-mail: schafera@citrine.indstate.edu

## Permanent Address

9020 North Snowden Square

Indianapolis, Indiana 46234-2094

(317) 271-8868

**EDUCATION:** Bachelor of Science Candidate, Accounting with an Insurance minor

Indiana State University, Terre Haute, Indiana 47809

Expected Graduation Date: May 2001

Cumulative GPA 3.62/4.00

### **Career Related Courses:**

Accounting Principles I & II

Intermediate Accounting I, II, & III

Macroeconomics & Microeconomics

Business Communications

The Computer in Business

Management Science

## COMPUTER

### SKILLS:

Windows 95/98, Office 97/2000, Internet Explorer, Netscape

Communicator, Microsoft Publisher, can create a simple web page with internal and external links.

## LANGUAGE

### SKILLS:

Fluent in Spanish

## EXPERIENCE

**Student Assistant**, Indiana State University Office of Planning and Budgets,

August 1999 to present. Terre Haute, Indiana

Answer telephones, copying, and miscellaneous data entry.

**Temporary Associate**, Express Personnel Services, summer 1999. Terre

Haute, Indiana

Worked as a receptionist/accounting clerk on a construction site, answering phones and filing pre-pay forms for sub-contractors.

**Retail Sales Associate**, L.S. Ayres & Company, Holiday, 1998/1999.

Indianapolis, Indiana

Checked out customers, folded and straightened displays, put new merchandise out on display

**Office Clerk**, Willoughby Industries, Inc., 6/96 to 1/98

Indianapolis, Indiana

Distributed mail, answered telephone calls, filing, data entry, compiled data for special projects

## AWARDS and

### HONORS:

Indiana State University School of Business Dean's Scholarship

Liane R. Page Memorial Scholarship - 1999

Indiana Academic Honors Diploma - 1997