**Archibald Eagle**

(812) 000-0000

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# Education

University of Southern Indiana Evansville, IN

Bachelor of Science, Finance and Accounting Expected: May 2023 Romain College of Business, AACSB Accredited GPA: 3.58

* *Dean’s List: Fall 2022*

# Skills

* + Proficient in QuickBooks accounting software
	+ Excellent written and verbal communication skills
	+ Proficient in Microsoft Office products

# Experience

SS&C Technologies Evansville, IN

Financial Representative Intern August 2022 – December 2022

* + Assisted with preparing and distributing investor transaction reports to accounting and fund managers
	+ Prepared performance letters and K1s according to instructions from fund managers
	+ Reviewed and discussed fund PPMs/Oms and subscription documents
	+ Executed investor updates per investor/fund manager instructions

SABIC Innovative Plastics Mt. Vernon, IN

Finance Intern January 2022 – April 2022

* + Updated and monitored bi-weekly liquidations and inventory reports
	+ Assisted with month-end financial closing activities and financial reporting
	+ Provided support, including financial/business audits and ERP/process improvements
	+ Assisted in collecting and analyzing data to support business requests

# Involvement

Romain College of Business Student Advisory Board January 2023 – Present United Caring Shelters January 2022 – December 2022