

## CONTACT

brittany.green@gmail.com  
www.brittanygreen.com

## CERTIFICATIONS

- + QuickBooks Online
  - National Association of Certified Public Bookkeepers

## SKILLS

- + Accounting
  - \_ Auditing
  - \_ Payroll
  - \_ Income tax (Individual, Schedules C and SE)
- + Web programming
  - \_ HTML and CSS
- + Highly adaptable
- + Morale booster with quick wit and positive attitude

## SOFTWARE

- + QuickBooks
  - \_ Online and Desktop
- + Microsoft Office
  - \_ Excel
  - \_ Access
  - \_ Word, PowerPoint
- + Adobe Creative Suite
  - \_ Acrobat
  - \_ Photoshop
  - \_ Dreamweaver
  - \_ InDesign
- + Social media for business
- + Windows, Mac OS

## ABOUT ME

Some people know exactly what they want to be when they grow up, and they work on that from the age of four.

Others change their minds a couple times.

I'm definitely the second kind of person.

That roundabout way of getting to where I am today means I have diverse experience and a variety of skills that provide a unique perspective into everything I do.

# [Brittany Green]

## EDUCATION

Southern Utah University  
May 2016 – December 2017  
Accountancy BS (online).

- + Cost Acct.                      + Managerial Finance
- + Acct. Info Systems   + Auditing
- + Income Tax Acct.   + Business Law (Utah focus)

Salt Lake Community College  
May 2015 – April 2016  
Introductory courses in accounting and business

- + Acct. Info Systems   + Governmental Acct.

University of Utah Graduate School  
Attended August 2013 – May 2014  
Coursework in New Media

University of Utah  
August 2005 – December 2010  
Mass Communication BS  
Minor: Mathematics, Economics

## RELATED WORK EXPERIENCE

PEGUS Research, Inc.  
August 2020 - Present  
Accounts Receivable/Payable Specialist  
Processing of accounts receivable and payable for Rx-to-OTC consumer behavior research company. Regular communication with project managers, consultants and clients. Other accounting tasks as needed.

Keystone Aviation - TAC Air  
January 2018 - November 2019  
Flight Operations Invoicing and Accounts Assistant  
Post-trip processing of invoices and receipts at private aviation management and charter company with fleet of two dozen aircraft. Communication with pilots, accounting and operations staff, and vendors.

Dept. of Communication, Univ. of Utah  
February 2014 – July 2014  
Graduate Instructor  
Teach COMM 3510 – Introduction to Web Design.  
Development Assistant  
Web design, advertisement design, communication with students and faculty in the department and other tasks as needed.

KSTU News – FOX 13 Utah  
December 2010 – July 2013  
Web Content Producer  
Adapt broadcast stories for the web, work with reporters and other newsroom staff to get stories online. Keep up to date on social media for breaking news.