

Genevieve Lane

801-520-0692

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EDUCATION

MOUNT MARY UNIVERSITY

MILWAUKEE, WISCONSIN

Bachelors of Science in Accounting – December 2019

WAUKASHA COUNTY TECHNICAL COLLEGE

PEWAUKEE, WISCONSIN

Associates in Science – December 2016

PROFESSIONAL EXPERIENCE

BURRIE ENTERPRISES

PEWAUKEE, WISCONSIN

Accountant

June-October 2017

Burrie Enterprises is a family-owned sandblasting and painting company that works on a variety of projects, from preparing industrial equipment for installation to cleaning barnacles off boats.

- Logged and recorded inventory
- Worked the front desk
- Calculated job costs for unique jobs
- Answered phone and answered questions from clients
- Recorded Accounts Payable and Accounts Receivable
- Corresponded with clients about the timeline of jobs

ERAS SENIOR NETWORK INTERNSHIP

WAUKESHA, WISCONSIN

Accountant

September-December 2016

Eras Senior Network is a nonprofit organization whose mission is to engage and support Waukesha County seniors in leading meaningful lives. Seniors and adults with disabilities are supported by volunteers of all ages to help them maintain their independence. Eras helps individuals 55 and older stay engaged in their community through a variety of meaningful volunteer opportunities.

- Reconciled bank statements to receipts using Excel and Quickbooks
- Alphabetized and sorted files
- Turned physical files into electronic copies
- Sorted, recorded and prepared data of donors