

CONTACT

brittany.green@gmail.com
www.brittanygreen.com
801.510.9649

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

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. Research and billing of other aircraft-related expenses. Communication with pilots, accounting and operations staff, and vendors.

ClearOne
March 2016 – September 2016
Accounting Intern
Work under finance staff of multinational communications company, completing various accounting-related tasks.

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.