

## Ashlee V. Clark

### Present Address

NCCU, P.O. Box 18483  
Durham, NC 27707  
(919) 530-4036

### Permanent Address

513 First Street  
Danville, VA 24540  
(434) 791-3276

aclark27@eagles.nccu.edu

### Objective

To obtain a challenging accounting position that will maximize my potential while helping to develop additional knowledge and skills

### Education

North Carolina Central University, Durham, North Carolina  
Bachelors of Business Administration in Accounting Expected May 2012  
GPA: 3.45  
Community Service Hours: 45

### Work Experience

*Customer Service Representative* October 2007-November 2007  
Telvista, Danville, Virginia

- Assisted approximately 75 customers with a response time under 4 minutes
- Maintained productivity above 50% while learning continuously changing procedures
- Activated 75 phones of the company's 100 phone goal on a weekly basis

*Office Assistant & Cashier* May 2006-October 2007  
Harris Teeter, Inc., Danville, Virginia

- Reconciled various accounting procedures yielding \$105,000 weekly
- Conducted sales transactions averaging \$8,000 daily
- Frequently closed and secured the building

### Activities

Miss Alpha Kappa Alpha Debutante 2007-2009, Phi Eta Sigma National Honor Society 2009