

BRENDA COTTON

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OBJECTIVE

Staff-level accounting position in an educational institution or public accounting firm.

EDUCATION

- \* B.B.A. degree in accounting from Emporia State University, Emporia, Kansas, May 2004
- \* High school diploma from Central High School, Wichita, Kansas, June 2000

EXPERIENCE

- \* STAFF ACCOUNTANT, Gateway Properties  
Emporia, Kansas  
December 2003-Present  
Responsible for budget control. Prepare variance report and annual business plan. Generate fixed-asset inventory. Prepare consolidated monthly financials.
- \* ACCOUNTS RECEIVABLE CLERK, Aris Corporation  
Salina, Kansas  
January 2002-December 2003  
Posted cash receipts, prepared bank deposits, and processed tax requests.

PERSONAL

- \* Proficient in Microsoft Office desktop tools
- \* Member of AICPA
- \* Graduated summa cum laude from Emporia State

REFERENCES

Available upon request.