

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.