

**Robert K. Beach**

1225 Center Street  
Charleston, South Carolina 29401

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**OBJECTIVE** An entry level position as an accounting technician.

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**EDUCATION** *A.S. Degree in Business Technology, Accounting Major, 2000*  
Trident Technical College, Charleston, South Carolina  
3.6 Cumulative GPA

**COMPUTER SKILLS**  
Microsoft Office 2000, Windows 95 and 98

**ACCOMPLISHMENTS & HONORS**

- Elected Vice President, Student Accounting Association
- Facilitator for team-based new student orientation program
- State Regents Scholarship
- Secretary, Phi Delta Sigma Honor Society

**EXPERIENCE**

1998-Present Assistant Manager, Student Union  
Trident Technical College

- ◆ Supervise operation of several Student Union services; increased use by 20% in three months.
- ◆ Prepare monthly inventory counts and price updates using Lotus 1-2-3.
- ◆ Review monthly income statements, identifying sources of high error frequency; recommend preventive solutions.
- ◆ Created an efficient filing system, transforming haphazard records into readily retrievable form.

Summer 1997 Office Assistant  
Summer 1996 Welles & Welles, Charleston, South Carolina

- ◆ Assisted accounting staff with general ledger and billing procedures.
- ◆ Trained in and performed various aspects of property tax.
- ◆ Conducted research on listed property.

**REFERENCES** Upon request