

Wendy Tappan

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Qualifications

- Participated in review of financial statements, audit and review of tax returns.
- Fluent in English and Spanish.
- Proficient in French and Chinese Mandarin.
- Assisted in coordinating and organizing the bi-annual Career Exploration Day where 68 companies and over 400 students participated.
- Researched, and assisted in creating online pilot program course in career development for the W.A. Franke College of Business.
- Create and maintain department website content, social media content, and weekly newsletter.

Education

Northern Arizona University

Bachelor of Science in Accountancy

Minor in Chinese Mandarin

Certificate in Entrepreneurship Studies GPA 3.2

Flagstaff, Arizona

May 2014

Study Abroad Info

China

2013-2014

Work Experience

The W.A. Franke College of Business

Student Intern

Summer 2013 - Present

Flagstaff, AZ

- Collects and compiled data on student job and internship placements.
- Updates and maintains department website, Facebook, and Twitter.
- Creates and distributes weekly newsletter to 5,000+ business students.
- Assists with coordinator and organization of Career Exploration Day, including: preparing and sending invitations, registration, and answering questions about the event.
- Administers and assists companies in setting up their Jobs for Jacks profile.
- Updates job opportunities and internship on the business college TV monitors and social media sites.
- Develops weekly newsletters and flyers to promote the CDO and special events.
- Assisted in the training of Student Interns and the new Program Coordinator.

Northern Arizona University

Career Steps Course Administrator / The W.A. Franke College of Business

Summer 2013 - Present

Flagstaff, AZ

- Conducted research on career development.
- Helped create content and quizzes for a pilot program course.
- Created and designed the structure of the course in the online system BBLEarn.
- Involved in planning and critique for the second run of the course.
- Review and grade student work.
- Monitor and report student participation.

Regier Carr & Monroe, L.L.P., CPA's

Executive Job Shadow

Summer 2013

Tucson, AZ

- Shadowed executives and employees.
- Helped review financial statements.
- Participated in audit.
- Helped review tax returns.

Professional Organizations and Volunteer Work

BizBlock

Northern Arizona University

Upper division business course that integrates marketing, management, and business communication topics.

- Conducted extensive market research.
- Completed a 40 page business plan with pro-forma financial statements.
- Learned and used concepts of effective teamwork.
- Prepared and gave a professional presentation on the business plan.

Pi Sigma Epsilon

Vice President of Administration

- Records minutes of General Business and Executive Board Meetings and distributes them to the membership.
- Develops chapter calendar of events.
- Responsible for familiarity with the Chapter Efficiency Index and submitting all Chapter Efficiency Index reports to National Headquarters.

Chiapas

English Teacher

- Taught English to 8-20 children.
- Recruited volunteers to assist as teachers.
- Suggested and implemented program ideas to better teach the students.