

Chelsea A. Hawkrige

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Objective

Motivated and organized individual seeking a Financial/Cost Analysis Accountant position, with opportunities to experience different aspects of support services and expand current technical skillsets.

Education

BA: Geoscience 2010-2012
Winona State University, Winona, MN

BS: Accounting 2005-2010
Winona State University, Winona, MN

Work Experience

Sales and Support Specialist July 2012 – Present
CoPOS, Inc., Winona, MN

- Serve as primary client contact during daily business hours
- Monitor, troubleshoot, and follow-up on client issues (hardware/software)
- Document all reported conversations, problems, and resolutions
- Receive customer orders and returns, order inventory, interface with vendors, maintain pricing, generate invoices
- Travel to client sites to install hardware and train on the use of CoPOS

Water Resources Center Intern May 2011-May 2012
Winona State University, Winona, MN

- Installed and maintained a network of lysimeters throughout SE Minnesota, monitoring the lysimeters once a week
- Analyze water samples for Nitrates
- Presented research project at annual Geological Society of America meeting, 2011

Lab Assistant & Teacher Assistant October 2010-May 2012
Winona State University, Winona, MN

- Maintain equipment
- Prep labs for classes
- Grade student lab reports
- Assist students in the field and lab

Accounts Receivable December 2008-October 2009
Sport 'n Spine Physical Therapy, Winona, MN

- Follow up, collection and allocation of payments
 - Reconciliation of accounts
 - Prepare bank deposits
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Additional Skills

- Working knowledge of SigmaPlot
 - Modeling using MS Excel spreadsheets
 - Experience in Adobe Illustrator and Hoboware
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Professional Affiliations

- Member of GSA and Minnesota Groundwater Association
 - Volunteer at Winona Area Humane Society
 - Previous Treasurer and member of the Accounting Club at Winona State University
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References

- Available upon request