

6/10/2026

Dianne Seaman

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183 N Jackson Ave.

Bradley, IL 60915

Education

[Hyles-Anderson College](#)

May 2012 | Bachelor of Science

[Kankakee Community College](#)

Currently Enrolled for Accounting Certificate will obtain in the Fall Semester 2026

Experience

Teacher **August 2012** – May 19, 2023

Ambassador Baptist Academy | 7 Lost Branch Lane Greenbrier, AR 72058

- Taught a combined class of 5th and 6th grade students for two years.
- Taught math and history at the junior high and high school levels since August 2014 to May 2023.
- Experienced tailoring my teaching to fit individual student's needs.
- Used different Microsoft Office applications in this job especially PowerPoint.
- Used a lot of providing administrative support skills like organizing files, managing class schedules, and preparing documents.

One Step Clerk **June 2023-December 2024**

Baker & Taylor | 501 Gladiolus Street Momence, IL 60954

- Labeled and jacketed books for libraries.
- Followed detailed instructions for each libraries' needs.
- Stayed highly organized and productive in a fast-paced environment.

Accounting Intern **January 2025-Present**

Legris Hawtree & Associates, Ltd | 16A Briarcliff Professional Center Bourbonnais, IL 60914

- Inputted tax return data into Drake Tax software.
- Inputted data for payroll using check registers and Microsoft Excel into QuickBooks Desktop and QuickBooks Online.
- Used Microsoft Excel to organize expenses for tax purposes.
- Answered phone.
- Scheduled appointments.
- Received clients at front desk and had them sign relevant tax paperwork.
- Scanned documents into the data base.
- Helped maintain and organize files.
- Kept client confidentiality.
- Reconciled bank and credit card statements.

Skills

- Highly organized
- Detail oriented
- Able to grasp and learn new concepts quickly
- Using Microsoft Word, PowerPoint, and Excel
- Using Drake Tax Software
- Data entry
- Receptionist
- Administrative support
- Teaching

References

- Kim Bonds
Former coworker at Ambassador Baptist Academy
(501)681-1640
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- Penny Marzke
Coworker at Legris Hawtree & Associates, Ltd
(815)685-1890
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