

Kyle Cattell

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Objective

To obtain an entry level position in accounting where I can utilize my bookkeeping and organizational skills

Education

Portage Northern High School, Portage, Michigan 49024
Attended: September 2012 to present
Date of expected graduation: Spring 2016

GPA: 3.52

Courses Studied:

- Accounting and Finance (Education For Employment)
- International Baccalaureate Business
- Advanced Placement Statistics

Special Skills:

- Proficient in the use of Microsoft Office Suite
- Computerized Accounting

Work Experience

- Concession for Soccer Zone, Portage, Michigan
 - August 2013- April 2016
 - Preparing food and counting money while attending to the customers' needs

Volunteer Experience

- Portage Northern Bread Lift , Portage, Michigan
 - October 2012
 - Helped the school raise over \$16,000 dollars to help fund March of Dimes

Activities and Special Recognition

Activities:

- Portage Lightning Soccer Club 2006-2015
- Portage Northern Varsity Soccer, 2012-Present

Special Recognition:

- Highest Honors Academic Awards 2009-Present
- Brian Thiele Sportsmanship Award for Portage Northern Soccer

References

Available upon request