

LAURA K. NOLAN

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Frederick, MD 21701
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PROFILE

- Self-motivated and results-driven with the ability to adapt to changing environments
- Knowledge of today's business economy; national and international
- Excellent written and oral communication skills; experience in preparing and delivering presentations

EDUCATION

B.S., Management; Finance and Accounting Concentrations, Hood College, Frederick, MD May 2011

- GPA: 3.8

A.S., Business Administration, Hagerstown Community College, Hagerstown, MD May 2009

- GPA: 3.7; member of Phi Theta Kappa (Honor Society)

SKILLS/QUALITIES

Business/Finance/Accounting

- Understanding of various finance areas, accounting, human resource management, and ethics
- Completed numerous individual projects with topics that include a focus on investment strategies, various uses of technology in today's businesses, and examining the four frames
- Work and educational experience has instilled time and project management skills

Leadership

- Operated a model home without supervision; performed job functions and demonstrated excellent customer service
- Successfully completed projects; awarded the projects due to proven ability to work independently
- Understanding of how to communicate with peers and coworkers effectively

Work Ethic

- Evaluated as one of the organization's most reliable employees
- Committed to projects and tasks until completion
- Demonstrated a strong work ethic and loyalty to employer through working complete days and schedules, including working extra hours in order to complete tasks

WORK EXPERIENCE

Staff Accountant Intern, Accent CPA Firm, Frederick, MD Spring 2011
Loan Services Processor, Potomac Bancshares Inc., Hagerstown, MD May 2009 to August 2010
Sales Associate/Cashier, Polo Ralph Lauren, Hagerstown, MD 2009 to 2010
Model Home Attendant, Ryan Homes, Hagerstown, MD 2008 to 2009

ADDITIONAL SKILLS

Proficient in Microsoft Office applications Word, Excel, and PowerPoint

References available upon request