

# Brendan Countwell

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**Home Address:** 1 Wild Road. · Fairfield, VT 05455  
**School Address:** Saint Michael's College · One Winooski Park, Box 0000 · Colchester, VT 05439  
**Phone:** (802) 782-0000 · E-Mail: [bcountwell@smcvt.edu](mailto:bcountwell@smcvt.edu)

**Objective** To obtain a full-time entry-level position in public accounting.

**Education** Saint Michael's College, Colchester, VT  
Bachelor of Science in Accounting *cum laude*, May 2010  
Minor in Business Administration  
3.546 cumulative G.P.A. 3.75 G.P.A. in Accounting Major

Honors: Dean's List Fall 2006-present

**Skills** Advanced accounting course background  
Excellent skills in communication and problem resolution  
Computer experience: MS Word, PowerPoint, Excel, Quickbooks, Tax Pro  
Sales and customer service experience

**Business Experience** Accounting Intern  
Nowak & Nowak and the Office of B.H. Zais, Williston, VT

- Organized client information to assist accounting partner in preparing income tax returns.
- Developed control process to ensure accurate completion of client income tax returns.
- Entered client tax information into Lacerte Tax Program.
- Collaborated with other interns to solve difficult problems.
- Spring 2009.

Attendant I—IV  
Vermont State Parks, Saint Albans Bay, VT

- Employed at both Kill Kare State Park and Burton Island State Park in 2005.
- Received and processed daily sales and receipts.
- Assisted with customers' needs.
- Maintained grounds and facilities.
- Participated in daily projects with co-workers.
- Summers 2006-2009.

Telephone Sales Representative  
Vermont Teddy Bear Company, Shelburne, VT

- Received sales and customer service calls.
- Processed Teddy Bear, Calyx Flowers, and Pajamagram sales orders.
- Resolved customer concerns.
- February/March 2005-2007.

**Interests** Skiing, camping, and outdoor activities.

**References** Available upon request.