

# Mark Knight

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## Accounting Clerk/Accounts Payable/Accounts Receivable

### SUMMARY OF SKILLS

Leading, planning and problem solving. Flexible and adaptable. Strong communication skills. Work well independently and as a team member. Highly organized and detail oriented. Customer Service. Microsoft Office Suite knowledge and able to learn new software. Time management and dependability.

### RELEVANT COURSES

Principles of Accounting I & II  
Accounting Information Systems

Intermediate Accounting I & II  
Advanced Accounting

### EDUCATION

Bachelor of Science in Business Administration May 2024  
Second Major: Christian Studies  
Crown College, St. Bonifacius, MN  
GPA: 3.5 Dean's List - 4 semesters

### EXPERIENCE

**Resident Assistant** Aug. 2023 - May 2024  
Crown College, St. Bonifacius, MN

- Planned, coordinated, and promoted activities
- Mediated conflicts, handled discipline, advised, and counseled peers
- Acted as a liaison between college administration and students

**Crew Leader** Summers 2021 - 2023  
Timber Creek Golf Course, Watertown, MN

- Led team of 3 that maintained course
- Promoted from crew member

**Maintenance Worker** Aug. 2020 - May 2021  
Crown College, St. Bonifacius, MN

- Cleaned restrooms and floor areas in residence halls
- Worked independently and as part of crew

**Sales Associate** May 2019 - Aug. 2020  
Target, Omaha, NE

- Stocked shelves and maintained store appearance
- Provided excellent customer service

### ACTIVITIES

- Golf Team Captain, Crown College 2023-2024, Team Member 2021-2022
- Youth Group Volunteer, Parkside Church, 2023-2024
- Cross-cultural service trip, Guatemala, June 2022