

Résumé

Charles Hardy

2011

730 Beckham Lane
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Rock Hill, SC 29732
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chardy@erskine.edu

Objective

To earn a position in a business to complement my studies in Business Administration and Financial Services experience. I have developed a working knowledge of Accounting, Marketing, Advertising, Telecommunications, and Project Management through my combination of experience and education.

Experience

Staff Accountant, James B. Pierce, CPA; Rock Hill, SC. 2010-Present

Responsible for Bookkeeping, Bank Reconciliations, Accounts Payable, Accounts Receivable, Preparing Monthly Financial Statements, and General Office Duties.

Circulation Assistant, McCain Library; Due West, SC. 2008-2010

Organize and Shelve Books, Check In/Out Books, Assist Library Patrons with the Computer Database System.

Light and Sound Technician, Erskine College; Due West, SC. 2007-2010

Control Sound Board, Lighting, Powerpoint Presentations, and Video for Guest Lecturers during Convocation and Chapel.

Communications Assistant, Erskine College Alumni Office; Due West, SC. 2006-2008

Contact Alumni with the Purpose of Raising Money for Erskine College's Annual Fund.

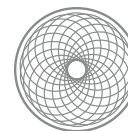
Education

Erskine College, Due West, SC - Business Administration / Theatre. 2010

Brighton High School, Brighton, TN. 2006

Skills

In my experience I have demonstrated a proficient use of the following: Microsoft Office Suite, iWorks Suite, Windows O/S, Mac O/S, QuickBooks, Peachtree, Intuit DMS, Drake Tax Software, Ace Write-Up, Adobe Photoshop, Adobe Illustrator, Skype, Digital Photography, Facebook, and Twitter.



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Awards and Accomplishments

Erskine College SIFE Team Regional Champion

2008, 2009, 2010

As a member of Erskine College's team of Students in Free Enterprise, I contributed to several of our team's projects. These included Teaching Business Ethics to High School Classes; educating elementary school children about our world's economy by developing a board game about macroeconomics; creating an English language learning software program to be used by international students learning English as a second language, and developing a network of students of Erskine College and the general public of Due West who knit bandages to be sent to lepers in Vietnam.

*In 2009, I was listed as one of the top ten SIFE Team members out of my program.

Erskie

2007, 2008, 2009, 2010

For my Freshman, Sophomore, and Senior years at Erskine College I was awarded an Erskie from the Theater Department for my performance in a leading role (Freshman year) and in a supporting role (Sophomore year). In my Junior year I was awarded best director of the year.

Alpha Psi Omega

President: 2009-2010

I served as the President of the Erskine College Chapter of Alpha Psi Omega. APO is a nationwide theater fraternity that accepts its members based on contributions to Theater Art at the college level. I was inducted into APO in the Spring of 2008, soon voted to become Vice President, and in the next year I was elected President. Our organization has helped to aid the Erskine Theater Productions, form an Improv Group, and even produce its own plays at Erskine College.

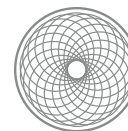
The Erskine Mirror

Staff Writer: Fall 2006- 2010

I have worked for Erskine College's newspaper diligently throughout my college career. I have written many articles and have had my writings featured on the paper's front page 3 times.

Topics of my articles ranged from News, Opinion, Arts, and Satire.

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Erskine College Art Department

Spring 2008, 2009, 2010

I was awarded 2nd runner up for a photograph in the Student Art Show in 2008. I was also awarded an honorable mention for a photograph in 2009. In 2010 I was awarded 2nd Place for a mixed media work entitled "Strike Anywhere" for Erskine College's annual juried art exhibit in the Bowie Arts Center.

SOVA (Society of the Visual Arts)

Founding Member: 2009-2010

I, and several other students, helped Erskine College develop an academic organization for Art Enthusiasts. This academic group is responsible for bringing in guest lecturers, supporting public participatory artwork, and also provide a place where people can come together to debate/discuss recent news items within the art world.

Referrals

Jim Pierce, CPA. 803.366.1461. jimphcrh@yahoo.com

CPA and President of *James B. Pierce, CPA PA* of Rock Hill, SC

Current Employer

Dr. Charles Emery. 864.554.4254. cemery@erskine.edu

Former Erskine College Business Administration Department Chair

Former Professor and Project Manager

Dr. Betsy Elsner. 864.379.8714. belsner@erskine.edu

Circulation Manager of the McCain Library of Erskine College

Former Employer

Dr. Bradley Christie. 864.379.8873. nbc@erskine.edu

Erskine College Vice President and Dean

Erskine College English Department Chair

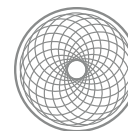
Former Professor and Director

Corey Anthony. 864.379.8759. anthony@erskine.edu

Assistant Director of Alumni Affairs at Erskine College

Former Employer

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Recommendations

“Charles is a bright hardworking young man. He is good with all of today’s most popular software on Windows and Apple computers and very quickly picks up new things. He is very personable and presents a positive image to clients.”

Jim Pierce, CPA.

CPA and President of *James B. Pierce, CPA PA* of Rock Hill, SC

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“I have known Charles for five years, and he has always demonstrated intelligence, creativity, trustworthiness, zeal, and kindness. He is an erudite individual who has taken his role as a liberal arts student seriously and studies diverse matter in order to see big pictures where others only see immediate concerns. I would recommend him for jobs in nearly any capacity.”

Dr. Robert Elsner

Professor of Psychology at Erskine College

“Charles was a dependable, self-motivated employee with a stellar work ethic. His contributions and commitment to the library as a student worker during his undergraduate studies were excellent.”

John Kennerly

Library Director at Erskine College

“Charles Hardy is a fine young man. I have known him as a student and friend for almost five years. Charles has been responsible and hardworking, and he has always been a pleasant person to know. I gladly recommend him.”

Dr. Wilbur H. Reames

Professor of English at Erskine College

“Charles is a highly motivated, capable, and creative individual who works well with others.”

Prof. Sharon Linnehan

Professor of Visual Art at Erskine College