

Kalanda M. Carandy  
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**OBJECTIVE** An entry-level accounting position that will allow me to apply my skills and further develop my knowledge of accounting.

**EDUCATION** UNIVERSITY OF MAINE Orono, Maine  
B.S. Business Administration with a concentration in Accounting  
Expected graduation date: May 2010 GPA: 3.30

**RELEVANT COURSES**

Principles of Accounting I & II	Legal Environment of Business
Intermediate Accounting I & II	Principles of Management
Cost Accounting	Federal Taxation of Individuals
Auditing	Finance

**HONORS/ ACTIVITIES** Dean's List, First Place Regional Business Competition - Advanced Keyboarding, Academic Achievement Award, National Honor Society, Yearbook Editor.

**RELEVANT EXPERIENCE**  
Fall 2007-Present

UNIVERSITY OF MAINE Orono, Maine  
*Career Assistant - Career Center*  
\* Schedule student appointments using scheduling software.  
\* Answer phones and disseminate information to students, faculty and employers.  
\* Assist the Recruiting Coordinator using database management software.

Summers 2007-2009

MACHIAS SAVINGS BANK Calais, Maine  
*Teller*  
\* Cashed checks and performed cash advances for customers.  
\* Processed deposits, withdrawals and payments for personal and business accounts on an IBM-compatible computer.  
\* Opened safety deposit box accounts and assisted customers into and out of the vault to access their boxes.  
\* Balanced my cash drawer and did back-up work at the end of the day.

Fall 2005-  
Summer 2006

CALAIS ACE HOMECENTER Calais, Maine  
*Cashier*  
\* Responsible for cash sales, sales on account, layaways and making payments.  
\* Assisted customers successfully.