Cory Allison Kinney   213 Holden Dr., Augusta, GA 30907 (706)799-2814   ckinney@aug.edu

CAREER OBJECTIVE To acquire broad business skills & experience within a successful organization

SUMMARY

- Masters of Business Administration 5/2007
- Seven years experience in customer service, sales & training
- Six years experience in software systems
- Three years experience accounting & bookkeeping
- Self disciplined, highly organized, future oriented, strong communication skills

EDUCATION

Augusta State University	Masters of Business Administration	5/07
	HR Certification Exam	7/06
Augusta State University	BA Business Management	7/04
	Hope Scholarship Recipient	

EMPLOYMENT

Graduate Assistant   **Augusta State University**, Augusta, GA   8/04 – Present
- Assist in development, review, & ongoing use of information technology text, on-line assignments, & tests
- Assist in the planning, design, research & acquisition of hardware & software
- Install, configure & upgrade operating systems & software

Human Resources Intern   **Columbia County Human Resources Department**, Augusta, GA   3/06 - Present
- Created a *Best Practices in Human Resources* document & survey for benchmarking counties
- Compiled and prepared a salary study for benchmark counties
- Designed a retirement plan request for proposal and *Internship Application Packet*

Bookkeeper   **Morris Museum**, Augusta, GA   6/04 - 6/05
- Set up QuickBooks Financial System
- Created & maintained program to track museum visitors, revenue, demographics
- Processed & tracked account payables
- Performed account reconciliations
- Established new account system
- Processed payroll
- Set up employee database
- Made hardware & software acquisition recommendations
- Installed, tested, & provided general repair & maintenance of computers.
- Installed operating systems & application software.

Assistant Store Manager   **Morris Museum**, Augusta, GA   6/04 - 6/05
- Set up QuickBooks POS System
- Trained new employees
- Processed daily deposits
- Entered & performed yearly audit of inventory into system

Store Assistant   **Morris Museum**, Augusta, GA   5/02 - 6/04
- Maintained inventory
- Designed advertising
- Managed sales counter

Front Desk Associate   **Fairfield Inn**, Augusta, GA   8/00 - 5/01
- Set up reservations
- Performed night audit
- Set up direct bill accounts
- Trained new employees
- Maintained ledger accounts
- Managed front desk

Front Desk Clerk   **Silver Surf Resort**, Bradenton Beach, FL   9/99 – 5/00
- Set up & maintained customer database
- Set up reservations
- Trained new employees

COMPUTER SOFTWARE SKILLS

Quickbooks, Blackbaud, Microsoft Office Suite, Photoshop, Guestview, Jaguar, PeopleSoft, & other Point of Sale & Financial Software