

TARYN SWARNER

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EDUCATION

University of California –

Santa Barbara: June 2007

Bachelor of Arts, Business/ Economics – Accounting emphasis

Double Minor: Sports Management, Athletic Coaching

Accounting: GPA: 3.4/4.0

EXPERIENCE

Finance Intern,

UCSB [Finance](#) Department, June '05 – August '06

- Worked Closely with the management of six departments to help project more than \$2MM in annual budgets.
- Rectified more than \$75,000 in accounting mistakes by reconciling dozens of monthly bank statements.

- Presented investment reports, meeting minutes, and several financial sections of Finance Board book presented to university Board of Directors.
- Helped prepare year-end audit materials and closing procedures for alumni programming.
- Work full-time in summers and 15-20 hours/week during school year while maintaining full course load.

Bookkeeper/ Office Manager,

Flynn Embroidery, Santa Barbara, CA, February '05 – February '06

- Reduce invoicing errors 15% by helping execute migration to Microsoft Access invoicing system.
- Overhauled and implemented new automated monthly sales tax payment system.
- Introduced company's first-ever computerized system to back-up all accounting files.
- Managed \$80,000 in monthly accounts receivables and payables across hundreds of vendors and customers.
- Processed all year-end closing procedures to balance out 2005.
- Executed payroll, tax, reconciliation, and account processing.
- Worked 10 hours/week while maintaining full course load and other internship.

Vice-President Membership,

Gamma Phi Beta Sorority, February '06 – Present

- Exceeded previous spring's recruitment totals by successfully filling house quota.
- Revamped week-long recruitment process for more than 400 women, by reorganizing internal structure.
- Oversee a staff of 20 membership team personnel.
- Introduced new initiate workshop, helping 37 members improve recruiting skills.

Teller,

Goleta National Bank, Santa Barbara, CA, August '03 – February '05

- Administered key \$500,000 – \$1,000,000 sensitive accounts with ITI data system.
- Balanced more than \$10,000/day in cash drawers, money orders, cashier checks and vault.
- Caught consumer “kiting” funds between two accounts.

ACTIVITIES/ INTERESTS

Accounting Association, Member, 2005 – Present

VIDA, IRS Volunteer, prepared taxes for low income families, 2004

American Cancer Society Relay for Life, Volunteer 2006

UCSB Panhellenic Council, Programming Coordinator/ Risk Management, 2004 – 2006

Interests include: volleyball, snowboarding, and comedy shows.