

Beverley Cunningham
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- OBJECTIVE** To obtain a human resources position that will utilize my organizational skills and offer opportunities for professional growth
- EDUCATION** **Kennesaw State University, Kennesaw, Georgia**
Bachelor of Science, Psychology, December 2006, GPA 3.2
- EMPLOYMENT** **Duggan & Massey, Atlanta, Georgia, January, 2007 – May, 2007**
Administrative Assistant Assembled complex multi-state tax returns in a timely manner. Trained and supervised intern regarding tax assembly process. Coordinated staff luncheons and special events.
- North Point Design, Atlanta, Georgia, June, 2004 – May, 2006**
Administrative Assistant Balanced accounts receivable and accounts payable. Built and maintained strong relationships with clients. Negotiated prices with vendors. Scheduled meetings and other important tasks. Designed brochures and marketing material.
- Atlanta Center Limited, Atlanta, Georgia, July, 1999 - August, 2001**
Tenant Services Coordinator Invoiced tenants and updated accounts receivable. Recorded deposits, checks, wire transfers, investments, and maturities. Balanced accounts and kept controller updated on information. Notified controller of any maturities. Communicated investment decisions to bank. Processed work comp claims as well as valet parking claims. Communicated directly with the insurance company regarding these claims.
- Mortgage Source of Georgia, Marietta, Georgia, August, 1997 -July, 1999**
Loan Officer Received extensive training on the mechanics of loan officer responsibilities and sales techniques to properly pre-qualify, process and close loans for borrowers. Worked closely with lenders, and attended seminars in order to stay knowledgeable regarding loan programs available to all credit grade borrowers. Pursued sales by contacting local banks and real estate brokers. Designed brochures for various types of potential clientele.
- Subro Audit, Atlanta, Georgia, September, 1995 - August, 1997**
Claims Investigator Processed third party accident related insurance claims. Handled incoming and outgoing calls in order to collect, record, and organize extensive information. Worked closely with the examiners department in order to close cases.
- COMPUTER** Microsoft Word, Excel, PowerPoint, Outlook, SPSS, ProSystem Tax
- REFERENCES** Available upon request