

Rachel Rostenkauski

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EDUCATION

Utah State University, Jon M. Huntsman School of Business

Logan, UT

Bachelor of Accounting

May 2023

- **GPA: 4.0** while working 20 hours per week
- Presidential Scholarship (based on academic performance)
- Member, Institute of Management Accountants (IMA) 2021
- Member, Women in Business 2021

Snow College

Ephraim, UT

Associates of Science

May 2021

- **GPA: 4.0** while working 17 hours per week
- Deans Scholarship (based on academic performance)

WORK EXPERIENCE

The Church of Jesus Christ of Latter-Day Saints

Salt Lake City, UT

Finance Intern

Jan – Aug 2021

- Processed up to 50 invoices daily through IAN; Approx. 100-line items per invoice, each with 7 unique codes
- Consulted with 20-30 vendors on invoices, leading to improved system for processing
- Created 8 sample audits from bi-monthly billing packages, using data sheets with 20,000 lines each
- Performed 5 audits weekly, approving the accuracy of vendor billing amounts
- Built data consisting of 6 tables of 400,000-line items each to be analyzed in database

Altabank

Logan, UT

Relationship Banker

Sep 2017 – Jan 2018

- Processed 25-50+ transactions each day (deposits, withdrawals, transfers, and other transactions)
- Opened over 100 new accounts for individuals and businesses, recommending best products for individuals' needs
- Send 3-7 wire transfers each month, domestic and foreign, utilizing
- Assist Loan Officers by creating spreadsheets for certain projects, helping with insurance verification, etc.
- Balanced General Ledgers each night by counting and balancing the cash vault and coin machine, dealing with anywhere from \$50,000-\$250,000

Trader, Roberts, and Spangler PLLC

Bountiful, UT

Tax Intern

Sep 2017 – Jan 2018

- Prepared and inputted 2 Tax Returns daily into the tax software
- Organized 25+ Client folders daily for different partners with individual filing approaches
- Assembled and Copied 100+ documents daily into Client folders according to type of document

VOLUNTEER / LEADERSHIP

The Church of Jesus Christ of Latter-Day Saints

England, United Kingdom

Full-Time Volunteer

Jul 2019 – Jan 2021

- Contacted 30+ people a day working 80 hours a week
- Adhered strictly to structured rules and daily study programs, resulting in a 20% increase of people being taught
- Taught personal improvement and self-help lessons to 5+ individuals daily

SKILLS / INTERESTS

- Microsoft Office Specialist: Excel Associate Certified
- Proficient in SQL – Completed Data 2100
- Avid Photographer – Taken 5,000 photos in the last 1-3 years, mostly photographed landscapes