

PEARL B. NANA-ATOO

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Principia College #786
Elsah, IL 62028
618 374 4187

OBJECTIVE	To supplement my education, gain a better grasp of the corporate workplace, and prepare me for my career.
EDUCATION	PRINCIPIA COLLEGE , Elsah, IL BA 2002, Business Administration major, Economics minor. GPA: 3.0/4.0 One academic year of Higher National Diploma course in Ghana.
COURSE WORK	Financial Accounting, Managerial Accounting, Investments, Finance, Marketing, Management Information Systems, Business Ethics, Microeconomics, Intermediate Microeconomics, Macroeconomics, Comparative Economics
COMPUTER SKILLS	Hardware: PC Literate Applications: Microsoft word, PowerPoint, Excel, Netscape, Eudora.
INTERNSHIPS	
2000	THE GREAT AMERICAN BAGEL FACTORY (LONDON, ENGLAND) Worked as a trainee at the company's Accounting & Human Resource, and Marketing Department.
1998	GHANA SUPPLY COMMISSION (GHANA, WEST AFRICA). Worked as a trainee at the account section, the company's stores department, and under the company's clearing agent.
EMPLOYMENT	PRINCIPIA COLLEGE
SUMMER 2001 UP TO DATE	ADMINISTRATIVE OFFICES. Serve as Receptionist and Office assistant for Personnel, the President and the Dean of Faculty Office. LIBRARY. Circulation Desk
SUMMER 2001 2000 up to date	RESIDENT ASSISTANT. Acted as a peer leader for student workers Information Center
1999 UP TO DATE	BOOKSTORE, CASHIER, ELSAH, IL. Operate Cash Register, type up Purchase Orders, prepare Shipping Orders, Filing and customer service.
1998 – 2000	DINING SERVICES, Wait Staff, operated computerized point-of-sale inventory/cash/credit management system.
LEADERSHIP	Co-Director of the first annual Pan-African Conference 2001 Co-Director of round tables for Public Affairs Conference 2001 Co-President of Friendship around the world Club 2000 Social head for B.S.U (Black Student Union) Head of food committee, whole world festival (1999). Head of fashion show committee, whole world festival (2000).
INTERESTS	Reading story books, listening to music, traveling, making new friends and getting to know people.