

Eric M. Crawford

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- Objective** I am seeking a permanent, salaried position with a reputable company.
- Education** **University of Tennessee** Knoxville, TN
June 2001 - *Bachelor of Science* in Accounting. GPA 3.1
May 2003
- August 1997- **University of Tennessee** Knoxville, TN
May 2001 *Bachelor of Science* in Operational Management GPA: 3.3
- August 1996- **Tennessee Technological University** Cookeville, TN
May 1997 Management GPA: 2.75
- Honors** Mentioned in the Dean's List at the University of Tennessee for the Spring 2000 semester; Recommended and chosen as a Presidential Scholar in 1994; Achieved the rank of Eagle Scout in 1993
- Activities** Organized and volunteered over 100 hours of service to the residents of a house for people with disabilities in 1993; Participated in college Intramural activities such as basketball, football, soccer, softball, tennis, and volleyball; Four time varsity athlete in cross-country and track; State qualifier and school record holder in track.
- Relevant Experience** **Frames and Images, Inc. Knoxville, TN**
November 1992- *Accountant and Manager*
March 2003
- ✍ Kept track of most bills and taxes
 - ✍ Ordered supplies and corrected any problems that arose from our suppliers
 - ✍ Entered invoices and bills into a Microsoft Access database
 - ✍ Managed the wholesale operations for Frames and Images, Inc. for 4 years
 - ✍ Responsible for monthly state income tax
 - ✍ Trained employees at Frames and Images, Inc.
 - ✍ Introduced new inventory techniques
- August 2002- **Southern Company, Atlanta GA**
December 2002 *Auditing Intern*
- ✍ Determined if business expenses incurred by Georgia Power executives through expense statements and procurement cards were reasonable, prudent, valid and properly documented
 - ✍ Monitored outside audit activity for inclusion in the Quarterly Report
 - ✍ Identified all bank accounts within Georgia Power to determine which controls were present and to review the reconciliation process
 - ✍ Reviewed the relationships with selected Professional Service Providers
 - ✍ Ensured compliance with company policies regarding field office operations by reviewing cash management, customer billing, and inventory management functions