



## **Hannah Mills**

**Accounting Clerk**

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### **Education**

Grand Valley State University, BBA in Accounting with honors

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### **Position with Firm**

**2019–present**     **Accounting Clerk.** Responsible for processing accounts payable and expense reports. Assists with accounts receivable processing and provides support to the finance department. Ensures accuracy of accounting documents to reflect the firm’s commitment to quality.

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### **Previous Professional Experience**

**2018–2019**     **Audit Intern,** *Michigan Office of the Auditor General*, Lansing, Michigan. Reviewed financial statements, analyzed data, and actively participated on an audit team. Partook in audit activities including client communication, risk assessments, and testing procedures. Conducted research on new accounting principles and helped incorporate those principles into audit projects. Provided support to audit supervisors by completing duties as assigned and facilitating contact with each state agency.

**2016**            **Assistant Teacher,** *Heart of the Shepherd Child Development Center*, Howell, Michigan. Provided care for young children and used various teaching methods to help with child development and growth. Trained other staff on childcare duties and provided support for classrooms throughout the childcare center.

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### **Volunteer Experience**

- Volunteer Tax Preparation Assistant, Volunteer Income Tax Assistance (VITA), 2018
- Community Service and Technical Support, Fowlerville Freedom Center, 2015–2019