

Allyson N. Davis

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- Proficient problem-solving skills, critical and analytical thinking, and oral and written communication
 - Organized and detail-oriented; quick learner who can work independently or as a team member
 - Experienced in Microsoft Excel and PowerPoint

EDUCATION

Bachelor of Arts, Hanover College, Hanover, IN; Expected graduate: May 2020

- Major in Economics and Minor in Math
- Business Scholar
- Cumulative GPA: 4.0

Masters of Accounting, Indiana University, Bloomington, IN; Expected graduate: May 2021

WORK EXPERIENCE

Supply Chain Intern, Republic Airways, Indianapolis, IN (Summer 2019)

- Sourced international purchase orders by communicating with vendors and researching shipping costs to determine if parts could be purchased domestically resulting in an estimated cost savings of \$108,000
- Examined usage, levels, and prices for incoming purchase requisitions to create purchase orders
- Investigated 14,000 parts to accurately correct their prices in Republic's part tracking system
- Constructed an excel model using a yield percentage to estimate the demand for overhauling planes
- Audited heavy check invoices to improve the standard operating procedure and found errors that saved Republic approximately \$5000

Finance Intern, Frontier Spinning Mills, Sanford, NC (Summer 2018)

- Analyzed inventory usage in comparison to quantities on hand using Excel spreadsheets
- Performed audits on high dollar inventory in each supply room to establish economic order quantities and reorder points using Excel spreadsheets
- Evaluated accuracy of cost inputs by tracing invoices to purchase orders and packing slips; found differences of 50% and implemented a tracking process to learn the exact number of mismatches
- Prepared graphs and reports to present to executives to explain why the inventory in the supply rooms has increased in value by over \$2 million

Intern, Indiana State Fair Grounds, Indianapolis, IN (Summer 2017)

- Wrote over 300 vendor performance evaluations of each vendor for the review of the Chief Operator
- Managed over 300 fair vendors by solving customer issues, enforcing policies within their contracts, and handling their financial obligations to the Indiana State Fair Grounds

CAMPUS LEADERSHIP

Treasurer/Academic Committee Member, Phi Mu Rho Chapter (Winter 2018 – Winter 2019)

- Developed a \$48,000 budget for the current school year by analyzing current allocation and projected future expenses
- Constructed plans for members who fell behind on their monthly dues by using their income and breaking down dues into smaller payments
- Generated monthly reports to send to National Headquarters based on the financial stability of the chapter

Treasurer, College Mentors for Kids (Fall 2017 – Winter 2019)

- Implemented an array of fundraising goals for members to increase efficiency and expand donations to address 40% budget reduction due to loss of donor
- Created, maintained and updated the \$6,000 annual operations budget

OTHER CAMPUS INVOLVEMENT

Head Peer Mentor, Levett Career Center (Fall 2018 – Present)

- Conduct individual sessions with students to critique resumes, cover letters, and LinkedIn profiles
- Track student services and keep copies of before and after documents for assessment purposes