

STEPHANIE BENCHLEY

stephaniebenchley@gmail.com • 999-444-5555 • linkedin.com/in/stephaniebenchley555

EDUCATION

Brigham Young University-Idaho

B.S. in Management — Finance & English Minors

- Current GPA: 3.99
- Huntsman Academic & Merit Scholar Recipient

May 2019
Rexburg, ID

EXPERIENCE

Finance Intern

Flying J Inc

- Headed annual fixed asset inventory project for over 250 locations nationwide for the largest retail dealer of diesel fuel in North America
- Reconciled \$3 billion of assets monthly in over 1,200 accounts
- Increased monthly reconciliation efficiency by 60%, through the development of a completely new automated system in Excel
- Conducted numerous employee document audits and created variance reports for management to review
- Played a key role in the creation of the fixed asset inventory procedures, and in developing the program which automated the inventory and retirement of assets
- Created extensive Excel spreadsheets to manipulate and analyze data more efficiently

Sep 2018 – Dec 2018
Ogden, UT

Career Services Peer Mentor

Brigham Young University-Idaho

- Advised 20-30 students weekly, in a one-on-one setting, on presenting themselves successfully in internship, job, and career-seeking endeavors
- Acquired and utilized working knowledge of application guidelines in over 18 professional fields and adapted teaching style to students' field and level of understanding
- Trained mentoring team about harassment prevention laws and guidelines for the workplace

Jan 2018 – Sep 2018
Rexburg, ID

Transnation Title

Escrow Assistant

- Processed customer paperwork and prioritized multiple projects as a general real estate assistant
- Demonstrated the ability to quickly and effectively resolve customer concerns
- Prepared legal documents such as loan applications, deed of trusts, and ownership deeds
- Exhibited professionalism and astuteness under intense pressure while following through on assignments and consistently meeting deadlines
- Exemplified daily proficiency with Microsoft Office, SPSS, and IMPACT

Seasonally Jun 2014 – Apr 2016
Show Low, AZ

ACCOMPLISHMENTS & ACTIVITIES

- Member of Pre-Law Society (2018 – Present)
 - Consulted students on effective ways to obtain admission to desired law schools
- Performed on BYU-Idaho Ballroom Dance Company (2017 – 2018)
- Arizona State Debate Champion (2015)
- Arizona State Voice of Democracy Speech Winner (2015)
 - Awarded a scholarship and trip to Washington DC to meet President Obama
- Founder of Young Republicans Club in Pinetop, Arizona (2014-15)
- Arizona Northeastern Region 1st Chair Violinist (2015)