

# MELYN R. TANK

melyn.tank@hope.edu

## CURRENT ADDRESS

129 East 14<sup>th</sup> Street  
Holland, MI 49423  
(989) 430-6633

## PERMANENT ADDRESS

5809 Summerset Drive  
Midland, MI 48640  
(989) 839-0477

## OBJECTIVE

Seeking entry level position in public accounting.

## EDUCATION

**Hope College**, Holland, MI  
Bachelor of Arts: Accounting-150 credit hour Public Accounting Program  
Overall G.P.A. **3.95/4.00** Major G.P.A. **4.00/4.00**

Anticipated May 2009

## INTERNSHIP

**Audit Intern**, Ernst & Young, Grand Rapids, MI

June-August 2008

- Served on client engagements
- Completed tests of controls and 10K tie-outs
- Performed substantive testing for PPE and Insurance Claims Reserves

## WORK EXPERIENCE

**Resident Assistant**, Hope College, Holland, MI

August 2006-present

- Develop and maintain positive relationships with residents
- Explain and enforce college policy and document violations
- Encourage community responsibility

**Receptionist**, Office of Career Services, Hope College, Holland, MI

August 2005-present

- Answer telephones and schedule appointments
- Manage career library and assist with office projects

**Counselor**, Springhill Camps, Ewart, MI

June-August 2007

- Facilitated small group discussions daily
- Improved conflict mediation skills by resolving conflicts among staff and campers

## HONORS AND AWARDS

George F. Baker Scholar-Business Honors and Leadership Program  
Dean's List six/six semesters  
Presidential Scholarship  
Muiderman Scholarship-Business Leadership and Sustainability

## CAMPUS AND COMMUNITY ACTIVITIES

Student Member of the Michigan Association of Certified Public Accountants  
Hope College Spring Break Service Trip Leader  
Dance Marathon-Finance Committee Member and Dancer  
Intramural Athlete

2007-present  
2006-2008  
2006-2008  
2005-2008

## SKILLS

Proficient in Microsoft Word, Excel and PowerPoint, QuickBooks and Great Plains