



## ALLISON MARIE HELTON

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### Education

- Tennessee Technological University Cookeville, TN 2014-Current  
Major: Accounting
- Cookeville High School, Cookeville, TN 2010- 2014  
Honors Diploma Recipient

### Work Experience

Tennessee Tech University Student Orientation Assistant (SOA) January 2016- Current

- Responsible for providing accurate information to new students and parents
- Assist new students with class registration
- Support new student's transition to campus and maintain relationship for the first year
- Assist with transfer orientation, Week of Welcome, and Parent's Weekend

Tennessee Tech University College of Business Peer Mentor August 2015-Current

- Responsible for assisting professor with University Connections Class
- Actively involved in campus community and attending College of Business Activities
- Speak in front of classroom and lead discussions

Chick-Fil-A Team Member, Cookeville, TN February 2012- December 2016

- Maintain high standards of customer service during high-volume, fast-paced operations
- Communicate clearly and positively with coworkers and management
- Handle currency and credit transactions quickly and accurately
- Take initiative to find extra tasks when scheduled duties are completed

### Academic Organizations and Offices

Tennessee Technological University Alpha Delta Pi September 2014- Current

- Finance Vice President
- Finance Assistant

Tennessee Technological University Student Government Association September 2014- Current

- College of Business Senator

### Academic Honors

Tennessee Technological University Dean's List: 4 Semesters

Malcom P. Quillen Scholarship

Admission Academic Scholarship

Panhellenic New Greek Scholar of the Year

*References Available Upon Request*