

AUSTIN MAYFIELD

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EDUCATION

Lipscomb University, Nashville, TN

Bachelor of Business Administration

Expected graduation: **May 2019**

Major: Accounting

Current GPA: **3.5**

Provost Scholarship

EXPERIENCE

WS Packaging, Knoxville, TN

Summer 2017

Intern

- Built Excel macros to shorten time coworkers spent on organizing spreadsheets
- Created complex spreadsheets for data comparison and general business purposes
- Put part numbers into a system while recording data on the specific parts
- Assisted coworkers with projects such as automating processes with macros and Excel worksheets and creating data analysis tables

Councilman Russ Pulley, Nashville, TN

January - December 2016

Intern

- Responsible for taking notes and directing people at community meetings
- Represented Councilman Pulley at events in his absence
- Researched various community projects, including a potential B-Cycle station on Lipscomb campus
- Attended City Council meetings – gained networking skills

Pet Supplies Plus, Oak Ridge, TN

Summer 2016

Customer Service Associate/ Cashier

- Learned information concerning various products to assist customers
- Provided assistance in locating and selecting products
- Handled Cash and EFT transactions while maintaining a balanced register
- Stocked shelves and assisted in keeping the store clean

INVOLVEMENT

Lipscomb College of Business, Nashville TN

2016 - 2017

Student Event Ambassador

- Greet attendees and employers, answer questions and ensure events run well
- Provide refreshments and contribute to a positive experience for guests