

# Chantell J. Dillard

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## Key Skills

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Time management	Organization	Microsoft Word, PowerPoint,
Learning new skills	Budget management	Excel
Self-starter	Omni Financials, HR, and NOLIJ	Reconciliations
Invention conception	(Oracle)	Website creation using wix.com

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## Experience

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D3 Delivery, Tallahassee, FL November 2012- Present

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### ***Founder/CEO***

- Created a grocery delivery company that provides a shopping concierge and delivers groceries to customers in the Tallahassee area
- Developed and handled all marketing campaigns
- Designed website for usage and feel, no programming duties
- Created a functional, temporary website
- Met with business clients to discuss cross-marketing strategies

Florida State University College of Law, Tallahassee, FL September 2012-Present

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### ***UBA Accounting Associate***

- Track and audit travel documents that are submitted for payment
- Audit procurement card charges of 10 employees on a weekly basis
- Perform accounts payable duties by submitting payments daily
- Maintain open and effective communication with supervisors and department representatives

Florida State University, University Business Program, Tallahassee, FL April 2012-September 2012

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### ***UBA Apprentice Accountant***

- Conducted reconciliations for expense ledgers and purchasing cards for multiple client sites
- Prepared and processed travel payments, requisitions, and interdepartmental requisitions
- Served as a travel representative, requester, power receiver, proxy, and bill payer
- Utilized queries to conduct periodic reviews for the central office

FDLE Office of Financial Management, Tallahassee, FL February 2012-April 2012

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### ***Management Analyst Intern***

- Researched, compiled, and analyzed data to complete assigned project
- Created successful surveys, questionnaires, and reports
- Effectively worked independently on multiple projects

Zeta Phi Beta Sorority Inc., Florida State University, Tallahassee, FL October 2010-January 2011

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### ***Treasurer and Budget & Finance Chair***

- Prepared, reconciled, and reviewed monthly bank statements
  - Formulated a chapter budget of \$7000, appropriately allocated between 20 line items
  - Eliminated over-budgeting issues by accurately recording and monitoring expenses
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## Education

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Florida State University, Tallahassee, FL

April 2012

***Bachelor of Science in Finance***