

# Sarah L. Mundt

Naples, FL | slm13@my.fsu.edu | (239)-919-0755

## EDUCATION

---

### Florida State University, College of Business

*Master of Business Administration*

*Bachelor of Science in Accounting*

Tallahassee, FL

*May 2019*

*August 2017*

## EXPERIENCE

---

### FSU MBA Association

*Secretary*

Tallahassee, FL

*June 2018-Present*

- Responsible for the planning and recording of board meetings and serve as a liaison between the board and our advisor.
- Assists members with all aspects of the MBA program.
- Plans networking and social events for MBA class and communicates with job recruiters to provide opportunities for MBAA.

### Harvard & Associates, PA

*Intern*

Tallahassee, FL

*September 2016- May 2017*

- Used QuickBooks Programming on a daily basis to manage and reconcile business accounts of clients.
- Communication liaison between associates and clients; answered phones and completed office secretarial tasks as needed.
- Filed tax returns alongside firm associates.

### Alpha Delta Pi Sorority

*Finance Vice President*

Tallahassee, FL

*December 2014 - December 2015*

- Managed and directed all financial affairs of the chapter.
- Ensured that the chapter and its 28 officers were operating within their respective budgets.
- Collected revenues, recorded and monitored expenses, prepared an initial budget and submitted monthly bank statements.
- Served as a member of the Executive Committee as well as being in charge of a Finance Team of four members.

### Rodgers Wood Hill Starman & Gustason, Certified Public Accountants

*Intern*

Naples, FL

*Summers of 2014, 2015 and 2016*

- Worked alongside many of the firm's associates and shadowed with a firm partner.
- Performed a small client audit, completed audit fieldwork and testing, all while using audit computer programs and following proper audit procedures.
- Filed tax returns.

## PROJECTS

---

*Project Intern for Dr. Darren Brooks; Management Faculty, FSU (Present)*

Tallahassee, FL

- Working under the direction of Dr. Brooks to create a multi-day leadership and training development program for managers of a third-party client.
- Using my understanding of emotional intelligence, leadership skills and effective team building tools to generate modules.
- Creating instructor guides, participants guides and an associated PowerPoint slideshow for each module.

## ACTIVITIES / MEMBERSHIPS

---

Alpha Delta Pi Sorority (Fall 2013-Spring 2017)

FSU Honors Program (Fall 2013-Spring 2017)

Garnet and Gold Key Leadership Honorary (Spring 2015-Spring 2017)

Office of Servant Leadership (Fall 2014-Spring 2016)

FSU MBA Association (May 2018-Present)