

# Addie V. Kies

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## Work Experience

2005

*Summer Intern, Corporate Security – Bank of America*

Trained tellers in security procedures, created process maps for SAFE project, assisted with fraud and due diligence investigations, entered data for Corporate Security budgets and ADT cost allocation, traveled to respond to a bank robbery and perform an ATM site review, helped with a building risk assessment, reviewed and revised policy manuals, rotated through each sub-division in order to gain an overview of Corporate Security department.

2004

*Camp Counselor – Camp Greystone*

Performed lifeguard duties, taught drama classes and Sunday School lessons, provided meal services, and worked as an out-of-cabin counselor.

2001-2003

*Summer Pool Lifeguard – U. S. Aquatics*

Learned responsibility through lifeguarding at a variety of different pools. Responsibilities included overseeing and protecting swimmers, providing first aid, opening and closing pool, and maintaining pool facilities.

## Education

2002-2006

Furman University, Greenville, SC

B.A. in Business Administration & Spanish (Double Major)

GPA 3.1

Foreign Study in Madrid, Spain – Fall 2004

2002

High School Diploma – Northwest Cabarrus High School, Kannapolis, NC

GPA 4.6, Class Rank: 13 of 339

## Merit Scholarships Awarded

- H. Hipp Business Scholarship
- Furman Honor Scholar
- Corporate National Merit Scholarship

## Other Skills and Interests

*Kappa Delta Sorority*: Offices held – Magazine Sales Chair, Corresponding Secretary

*Computer Proficiency*: Microsoft Word, Excel, PowerPoint, Access, Visio, and Outlook

*Languages*: English and Spanish