

Paige Stauber

Green Bay, WI | (920) 241-3687 | stauber.paige@gmail.com

Skills

- Technology: Microsoft 365 software, Google applications, Tableau Prep and Desktop, Alteryx, and QuickBooks
- Communication: professional language and collaboration skills with managers, peers, and clients
- Emotional Intelligence: problem-solving, honesty, and integrity in the workplace
- Attention to detail: will seek clarification and perform reports diligently.

Education

University of Wisconsin – Green Bay
Green Bay, WI

Accounting – bachelor's degree.

September 2022 – May 2024

- Corporate Finance
- Data Analysis
- Business Communications

Northeast Wisconsin Technical College
Green Bay, WI

Accounting – associate degree

August 2020 – May 2022

- Accounts Receivable and Payable
- Accounting Applications
- Economics

Experience

CliftonLarsonAllen LLC
Green Bay, WI

Office Support Intern

February 2022 – April 2022

- Scanned, organized, and analyzed various tax related documents for the primary tax accountants.
- Collaborated with supervisors and fellow interns to formulate accurate work.
- Sought a productive work ethic to complete assigned tasks in an efficient manner.
- Arrived promptly and organized daily tasks to ensure a smooth flowing day.
- Maintain open communication with my supervisor to report on daily priorities.

Piggly Wiggly Midwest
Green Bay, WI

Customer Service Representative

June 2018 – December 2020

- Cashiered, stocked store shelves, and sought out connections between our personnel and the customers we served.
- Collaborated with managers and co-workers to maintain a prosperous and efficient work environment.