**Scott Davis**

**Current Address** **Permanent Address**

611 East Patterson Street 21790 State Highway FF

Kirksville, MO 63501 Worthington, MO 63567

Cell: 660-342-1885 sd4317@truman.edu

**Education**

TRUMAN STATE UNIVERSITY, Kirksville, MO Expected Graduation: May 2015

**Majoring in Accounting and Business Administration** GPA: 3.39/4.0

**Concentration in Management**

**Experience**

Physical Plant, TRUMAN STATE UNIVERSITY, Kirksville, MO 2011 – Present

**Customer Support –** Answer phone calls;input data into work order system; deliver mail and work orders; assist in key control.

* Used radio system to contact workers in emergencies; such as a steam tunnel leak.

Dardis Academy-Internship May-August 2014

**Professional Clothier –** Trained for over 30 hours in selling and presentation skills, product information, and measurements

* Set up meetings with clients.
* Presented to clients and followed up with them.

Basic understanding of NetSuite accounting systems.

**Activities**

NATIONAL SOCIETY OF COLLEGIATE SCHOLARS April 2013 – Present

* Was recently inducted into the National Society of Collegiate Scholars
* Assisted in clothes drive in December

WEST COAST SWING 2012 – Present

* Member

UNIVERSITY SWINGERS 2011 – Present

* *Member*

*Tru Hop 2011-Present*

* *Treasurer*