

Val N. Tynes

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EDUCATION

University of Missouri

Crosby MBA Program

Candidate for Master of Business Administration

December 2007

- Emphasis: Finance
- GPA: 3.6/4.0

Southwest Baptist University

Bachelor of Science in Business Administration

May 2006

- Emphasis: Economics/Finance
- Minors: Computer Information Science & Math
- Graduated *Summa Cum Laude*

PROFESSIONAL EXPERIENCE

- 5/07-Present *College Representative, **Northwestern Mutual Financial Network**, Columbia, Missouri*
- Build clientele through networking, phoning, and referrals
 - Connect with an average of 10 individuals per week through meetings and interviews in order to discover financial goals
 - Develop plans of action for clients who identify a need for financial services
- 5/07-Present *Volunteer Intern, **SCORE**, Columbia, Missouri*
- Conduct phone interviews to screen prospective clients before scheduling counseling sessions
 - Attend counseling sessions with individuals seeking business guidance and make recommendations for further improvement of business operations
 - Enter counseling forms into computer database and prepare presentations for monthly meetings
- 8/06-Present *Graduate Assistant, **MU Small Business Development Center**, Columbia, Missouri*
- Responsible for helping individuals develop business plans, which has led to the creation of establishments in Columbia such as a restaurant, Christian daycare, and cleaning service
 - Aid in the counseling of new entrepreneurs through the scheduling of meetings and developing of recommendations for further action
- 5/05-12/06 *Teaching Assistant, **Southwest Baptist University**, Bolivar, Missouri*
- Helped an average of 25 students understand the fundamentals of Microsoft Office tools in an Introduction to Computing course
 - Created weekly assignments that corresponded with the required lab manual and graded coursework upon completion
 - Assigned and recorded monthly projects that were representative of the material learned in class
- 6/04-7/04 *Intern, **Van Note Accounting Services, Inc.**, Liberty, Missouri*
- Prepared financial statements for over 10 businesses by closing out fiscal accounts and issuing them to companies
 - Reconciled individual and corporate accounts
 - Obtained first-hand knowledge of accounting software used in the development of reports

ACTIVITIES

- MBA Association, *Vice-President of Intramurals* (2006-2007)
- Students In Free Enterprise, *Treasurer* (2005-2006)
- Delta Mu Delta, *Secretary* (2004), *President* (2006)
- Alpha Chi National College Honor Society, *Representative* (2003-Present)
- Student-Athlete Advisory Board, *Representative* (2003-2006)

HONORS

- Most Valuable Player & Team Captain, *soccer* (2006)
- Jack Henry & Associates Scholarship (2004)
- Soccer and Academic Scholarships (2002-2006)

CERTIFICATIONS AND SKILLS

- Missouri Life, Health, and Accident License Certified
- Microsoft Office: Word, Excel, Access, & PowerPoint
- Java Programming