

Alana Swopes

870-557-2582
alanaswopes07@gmail.com

Skills

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- Proficient Microsoft Office Suite (Powerpoint, Word, Excel, etc.)
 - Computer literate
 - Written Communication
 - Flexibility
 - Analyzing
 - Open-mindedness
 - Accounting

Experience

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- No previous experience, I will learn.

Education

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- Nashville High School- High School Diploma
 - Cossatot Community College University of Arkansas- Associate of Applied Science in General Business (currently pursuing)