

ELIZABETH THORNTON

UNIVERSITY STUDENT

CONTACT

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 207 Benjamine Perry Ct.
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SKILLS

Financial Reporting & Analysis

Intermediate Japanese

Microsoft 365

Quickbooks

EDUCATION

High School

Plano West Senior High

2018-2021

HOSA - President (2018-2019)
Plano West FFA - Member (2019-2021)

Language and International Business

Clemson University

2021-Current

Japanese Focus
Minor in Accounting

Dean's List - Fall 2022

REFERENCES

Provided upon request

PROFILE

Detail-oriented and driven college student working towards a B.A. in Language and International Business and Accounting minor. Possesses working knowledge of Japanese language and culture, cross-cultural communication, with the ability to navigate diverse business environments. Skilled in research, problem-solving, and collaboration, with a demonstrated interest in global markets and international trade. Eager to contribute analytical skills and cultural awareness to support organizational growth in an international setting.

WORK EXPERIENCE

Accounting Internship

Sept. 2025 - Current

Stokes and Company, CPAs – Greenville, SC

- Provide accounting services, including general tax services and payroll
- Complete Quickbooks data entry
- Bank and Credit Card Reconciliations
- Prepare 1099 forms
- Organize various tax documents
- Special projects

Cashier

Jan. 2025 - Current

Food Lion – Simpsonville, SC

- Operated cash register and processed purchases efficiently using POS systems.
- Handled cash, credit/debit transactions, coupons, and returns with accuracy.
- Provided friendly, responsive customer service and answered product inquiries.
- Maintained a clean and organized checkout area.
- Assisted in bagging groceries and ensuring items were handled with care.
- Followed store procedures for safety, cleanliness, and loss prevention.

Visitor Services Specialist / Internship

South Carolina Botanical Garden – Clemson, SC

Aug. 2023 - May 2024

- Provided knowledge on activities and destinations for guests
- Managed and personally responsible for avg. \$200 in cashier drawer
- Performed basic calculating and mathematics
- Provided simple knowledge of plants in the shop
- Directed phone calls and visitors to different staff members based on needs
- Checked out visitors in the gift shop
- Handled basic daily cleaning around the Visitors Center
- Provided knowledge on the history of the Botanical Gardens and Visitors Center
- Created a new and functional Excel spreadsheet to keep track of all inventory
- Handled all new inventory orders and place them out on the sales floor