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# Carl Seaquist

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<b>EDUCATION</b>	<b>MASTER OF BUSINESS ADMINISTRATION</b>	2004
	University of Pittsburgh	
	<b>DOCTOR OF PHILOSOPHY</b>	2004
	University of Pennsylvania (Religious Studies)	
	<b>MASTER OF ARTS</b>	1993
	University of Wisconsin, Milwaukee (Philosophy)	
	<b>BACHELOR OF ARTS</b>	1990
	University of Pennsylvania (Latin and Greek; Mathematics minor)	
<b>WORK EXPERIENCE</b>	<b>BETHEL UNIVERSITY (TENNESSEE)</b>	
	Director of Budgeting and Strategic Planning	2009 - Present
	<ul style="list-style-type: none"><li>• Organize annual budgeting process, review monthly actuals against budgets</li><li>• Ensure transactions are properly journaled and reconciled</li><li>• Perform financial analysis and projections</li><li>• Review system of G/L accounts, perform cost accounting analyses</li></ul>	
	Director, Program in Critical Thinking	2008 - Present
	<ul style="list-style-type: none"><li>• Designed workshops to train faculty in teaching critical thinking across disciplines</li><li>• Wrote documents for reaffirmation of accreditation, managed budget</li></ul>	
	<b>UNIVERSITY OF VERMONT</b>	
	Visiting Lecturer, Religion Department	2006 - 2007
	<ul style="list-style-type: none"><li>• Taught 8 courses</li></ul>	
	<b>UNIVERSITY OF PENNSYLVANIA</b>	
	Associate Director of Academic Administration, Writing Program	2006
	Coordinator of Academic Administration, Writing Program	2004 - 2006
	<ul style="list-style-type: none"><li>• Managed enrollments and course rostering</li><li>• Provided analysis for strategic planning and budgeting</li><li>• Liaison with registrar, college office, and academic departments</li><li>• Reconciled budget</li><li>• Helped hire and train teaching staff</li></ul>	
	<b>UNIVERSITY OF PENNSYLVANIA STUDENT FEDERAL CREDIT UNION</b>	
Board Member	2000 - 2002	
Vice President of Credit (Loans and Collections)	2000 - 2001	
<ul style="list-style-type: none"><li>• Managed 10 employees, cooperated in hiring and training of workers</li><li>• Increased loans portfolio 500%</li><li>• Established long-term advertising strategy for loans, wrote training manuals and loans policy</li></ul>		
Manager and Assistant Director of Member Services	1999 - 2000	
<ul style="list-style-type: none"><li>• Supervised Member Services office, managed 25 employees</li></ul>		
Teller, Account Executive, Loans Committee	1998 - 1999	
<b>UNIVERSITIES OF WISCONSIN, PITTSBURGH, AND PENNSYLVANIA</b>		
Teaching Assistant	1991 - 1999, 2002 - 2003	
<ul style="list-style-type: none"><li>• Taught 25 courses</li></ul>		