

FIRST LAST

ACCOUNTING STUDENT

XXX.XXX.XXX | My e-mail address goes here | [Linkedin.com/myURL](#)

EDUCATION

B.S. BUSINESS ADMINISTRATION - ACCOUNTING

University of [region/state] | City, State

Expected Graduation Date: Dec 2018

- Accounting GPA: 3.56
- Overall GPA: 3.2

WORK EXPERIENCE

INTERNAL AUDIT INTERN

May 2018 - Aug 2018

Company 4 | City, State

- Documented 15+ control walkthroughs relating to revenue recognition, financial systems & reporting, month-end close, capital expenditures and financing.
- Conducted interim testing for credit cards, checks and ACH deposits.
- Updated process flowcharts and their narratives.
- Prepared/updated [external auditor]'s work papers.

XXXXXXX ACCOUNTING INTERN

May 2017 - May 2018

Company 3 | City, State

- Reconciled 150+ balance sheet accounts & posted journal entries for over 20 entities monthly.
- Created & analyzed a spreadsheet to compare fixed expenses/revenues vs. actuals that has detected at least \$5 million being overbooked.
- Value Added Tax ("VAT") Audit: Helped prepare a "master schedule" of VAT receivable/payable along with VAT returns for 2015 & 2016.
- Tax Billing Project: Recorded & mailed 2,000+ property tax bills for US Virgin Islands. Verified tax amount owed was accurate. Oversaw & reviewed the work of 2 interns.
- Bad Debt Project: Ran monthly reports on ---- to determine delinquent accounts. Extracted 10,000+ delinquent accounts into excel and manipulated data into presentable format for management to make write off decisions.
- Assisted with the preparation of 2017 tax returns for 30+ Homeowner Associations ("HOAs").
- Prepared tangible personal property tax returns for HOAs in CA, AZ and CO.

SALES ASSOCIATE

Mar 2015 - May 2016

Company 2 | City, State

SALES ASSOCIATE

Dec 2010 - Feb 2015

Company 1 | City, State

ORGANIZATIONS & INVOLVEMENT

Beta Alpha Psi

National Association of Black Accountants

[State] Institute of Certified Public Accountants

American Institute of Certified Public Accountants

Volunteer Income Tax Assistance

SKILLS

Excel

PeopleSoft

Word

Powerpoint

QuickBooks Pro

Fluent in [language]