

MYNAME HERE

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SUMMARY

- Can meet 150 credit hour requirement for CPA exam in December 2017
- Able to actively balance a full-time job while attending school full-time and achieving a 3.5 GPA. Proven exemplary time management skills and drive to succeed. Devoted to exceeding expectations.

EDUCATION

**Bachelor of Science in Business Administration
Accounting & Information Assurance**

Expected May 2017

- "BIG" State University
- 3.5 GPA
- 135 credit hours

ACCOUNTING EXPERIENCE

Accountant/Receptionist

February 2013 - current

"SMALL COMANY"

- Applied generally accepted accounting principles to prepare, analyze, audit, maintain, and deliver complete and accurate financial reports for a portfolio of multi-family properties, homeowners associations, and retail properties
- Managed accounts payable duties as needed: paying vendors; scheduling and preparing checks; resolving invoice or payment discrepancies
- Analyzed large amounts of financial and non-financial data and trends and input into Excel using functions such as lookup formulas, pivot tables/charts, and VBA
- Reconciled over 30 bank accounts monthly by gathering information to balance
- Prepared balance sheets, profit and loss statements, and other reports on a monthly, quarterly, and yearly basis
- Facilitate timely processing and mailing of final accounting and security deposits in accordance with state statutes
- Documented financial transactions by posting journal entries and adjusting journal entries
- Audited monthly payroll commissions for approximately 40 employees
- Closed accounting books monthly
- Coordinated wires and ACH transactions, making appropriate book transfers
- Supported CFO in accounting functions
- Assist in training team members on accounting procedures
- Worked as a team with staff members to complete projects and duties
- Investigated and resolved customer complaints as needed
- Provided general clerical assistance and answered telephone calls

OTHER EXPERIENCE

- **Bookstore Clerk** "CITY" Community College *November 2012 – February 2013*
- **Server** "RESTAURANT" *August 2011 – January 2013*
- **Sales Clerk** "NAME" Tanning Spa *May 2010 – August 2011*

HONORS & AWARDS

- "STATE" State Regents Distinguished Scholar
- "CITY" Achieves – Impact "CITY" Scholar
- "LOCAL PHILANTROPIST" – Impact "CITY" Scholar
- "UNIVERSITY" Featured Student of the Month | February 2017

COMMUNITY EXPERIENCE

- "CITY" SPCA | 2015 – current
- Pet Adoption League of "CITY" | 2012 – current