

Name

Address

Phone: (555)-555-5555 E-mail: emai@yahoo.com

EDUCATION

Blah University

Blah, NC

Bachelor of Science in Business Administration

Major: **Accounting** | Graduation: May 2017

- Cumulative GPA: 4.0/4.0.
- Dean's List Fall 2015-Present
- Total Expected Credits: 150 Credit Hours

Blah Community College

Blah, NC

Associate in Applied Science in Computer Technology

Graduated: May 2014

WORK EXPERIENCE

Blah CPA Firm

Blah, NC

Tax Intern

January 2017- April 2017

Blah CPA Firm

Blah, NC

Tax Intern

January 2016-April 2016

Combine overview of roles:

- Contacted clients to obtain additional information regarding taxable incomes or deductible expenses
- Prepared simple to complex individual tax returns, as well as small business tax returns
- Worked with mentors to verify and check work prepared by myself for errors before filing returns

Blah Restaruant

Blah, NC

Shift Manager

September 2009–December 2016

- Managed the staff of the restaurant and coordinated their work duties
- Provided customer support by resolving complaints about food or service quality
- Generated detailed daily and monthly reports on business performance and profits

AWARDS & HONORS

- Member of Blah University's chapter of Beta Alpha Psi
- Member of Tau Sigma, Top 20% in class of Blah University's transfer students
- Member of Sigma Alpha Pi, The Society for Collegiate Leadership & Achievement
- Recipient of the Blah Blah Scholarship

ADDITIONAL INFORMATION

Computer Technology: Proficient in Access, Drake, Excel, QuickBooks, ProSeries, & UltraTax CS

Interests: Concerts, Disc Golf, Frisbee, Hiking, & Running