

# NAME

EMAIL ❖ PHONE ❖ LOCATION

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## WORK EXPERIENCE

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### JOB

*Accounting Intern*

**June 2015 – Present**

*LOCATION*

- Assistance with the fiscal operations of the visitors' bureau for the LOCATION.
  - Day-to-day responsibilities include: assistance in the financial oversight of a \$1.9 million budget, managing accounts payable and receivables, and generation of reports necessary to provide a holistic view of the organization's financial health utilizing a variety of tools including Quickbooks, Microsoft Excel, and CRM.
- Assistance in bookkeeping, database maintenance, audit preparation, implementation of audit-result recommendations and ensuring compliance with federal tax and legal regulations.
- Assessing and evaluating ROI for all internal activities including payroll needs, sponsorship opportunities and ad buys.
- Assistance in developing and implementing budgets and spending policies that allow for capital reserve contributions, continuous improvements and other cost-saving measures that reduce expenses, identify incremental streams of revenue, or simply leverage current activities.
- Proficient in financial data oversight, credit card use oversight and management, report preparation, fiscal management, contract negotiations, board relations, staff hiring and supervision and mediation.

### JOB

*Bookkeeping Consultant*

**Oct. 2018 – Present**

*LOCATION*

- Assistance in bookkeeping pertaining to all payroll journal entries, bank expenses, and bank account reconciliation utilizing Quickbooks and Sage.

## EDUCATION

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### SCHOOL

*BA, Major Minor: \_\_\_\_\_*

**May, 2019**

*Location*

- Club
- Fraternity

## SKILLS & INTERESTS

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- **Skills:** GAAP; advanced Excel, Quickbooks, and Sage abilities; detail-oriented; revenue modeling & forecasting; teamwork; problem analysis; attention to detail; account management; critical thinking; problem solving; customer service
- **Interests:** Meeting new people; community involvement; swimming; reading; strategic games