

F. Middle Last

(123) 456-7891
email@gmail.com
123 Streets Ct
Cityville, ST 12345

PROFESSIONAL SUMMARY

Eager graduate looking for an opportunity to grow and develop my professional skills.

EXPERIENCE

Accounting Intern, Tax Firm, Jan 2020 - Apr 2020, Town, St

- Assisted Tax Associates with 1040 preparation
- Performed bank reconciliations
- Excelled at data entry related tasks
- Prepared financial documents for essential healthcare workers

Independent Contractor, Door dash, Jan 2021 - Present, Cityville, ST

- 4.92/5 customer rating in 600+ deliveries
- Identified by Door Dash as a "Top Dasher"

Collectable Sports Memorabilia Broker, 2016 - Present, Cityville, ST

- More than 2,900 Transactions with 100% customer satisfaction rating

EDUCATION

BBA in Accountancy

May 2020

Local College - Cityville, ST

- Overall GPA of 3.4
- CPA Candidate
- Minor in Finance
- Proficient with Microsoft Office Tools, specifically with Excel using formulas, creating pivot tables and manipulating data

Community College - Other place, ST

- Completed classes post-graduation to fulfill requirements for CPA Exam Licensure

SCHOLASTIC POSITIONS

Beta Alpha Psi - Secretary

- Arranged community service outings
- Completed various tasks to ensure meetings ran smoothly

- Co-organized membership drives
- Met with high school students to promote accounting profession