

Your Name

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OBJECTIVE

Seeking an accounting internship with ABC Company in Spring 2020 to utilize my analytical and attention to detail skills.

EDUCATION

Bachelor of Business Administration

Kent State University

Major: Accounting

150 hours will be completed by May 2021

Expected Graduation: **May 2021**

Kent, Ohio

GPA: 3.6

International Experience in Accounting, England, France, Scotland

Summer 2019

Kent State Study Abroad Student

- Enhanced ability to adapt quickly to diverse environments while traveling to 10 different cities, evaluating differences in cultural norms and business practices on a global scale.
- Analyzed the impact of technology and trade on international markets through experiences at the US Embassy and the Chamber of Commerce.

RELEVANT COURSEWORK

Intro to Financial Accounting, Intermediate Accounting 1, Intro to Managerial Accounting, Cost Accounting

TECHNICAL SKILLS

Microsoft Office: Word, PowerPoint, and basic Excel

ACCOUNTING EXPERIENCE

Accounting Firm, Cleveland, Ohio

January 2019 – May 2019

Tax Intern

- Exhibited attention to detail while preparing approximately 40 tax returns per week, including, 1040, 1041, and 1120 documents assigned by the manager and senior accountant.
- Provided support to 3 partners by analyzing financial documents and creating Excel spreadsheets.
- Integrated strength in problem solving skills to resolve issues in a quick and efficient manner.

WORK EXPERIENCE

Kent State University, Kent, Ohio

August 2017 – Present

Resident Advisor (August 2017 – Present)

- Demonstrate effective time management skills by creating and implementing 6 programs and activities each semester for 30 residents, while balancing full-time course load and extracurricular commitments.

Campus Tour Guide (August 2016 – September 2017)

- Administered active listening and professional communication while creating a welcoming environment for up to 10 families per tour.

LEADERSHIP EXPERIENCE

Harding Middle School, Columbus, Ohio

April 2017 – August 2017

Baseball Assistant Coach

- Incorporated patience when teaching team of 20 eighth grade athletes about teamwork, respect, and conflict-resolution.
- Led team to its first regional championship in August 2017; recognized at school banquet with leadership award.

CAMPUS INVOLVEMENT

Member, Beta Alpha Psi

August 2019 – Present

Member, Financial Management Association

August 2018 – Present

VOLUNTEER EXPERIENCE

Relay for Life, Kent State University

July 2019

Donation Processor, Greater Cleveland Food Bank

December 2018 – February 2019

HONORS

Summit County Alumni Association Scholarship

Spring 2017 – Present

Dean's List

Spring 2017 – Spring 2019