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Name is larger than other font, contact information at top of page



Collaborative, detail-oriented professional with excellent customer service skills. Experience in the accounting industry, including revenue management, tax preparation, and office management.

Bachelor of Science Degree in Finance
Minor: Accounting

Only include college degrees in progress or completed.



Manage annual budget of \$5,000 including allocation of funds and revenue generating fundraisers.

- x Plan logistical aspects of national conference including travel and accommodation research and booking
- x Recruit new members by conducting presentations in University 111 classes.
- x Serve as liaison between GWU and conference officials.

Intern

Summer 2017

ABC Accounting Firm, Atlanta, GA

- x Process financial data, writing and editing correspondence, and tracking new clients.
- Met with new clients to establish initial working relationship and obtain new client information.

Handled currency and credit transactions quickly and accurately.
Communicated clearly and positively with coworkers and management.
Built loyal clientele through friendly interactions and consistent appreciation.

Skills are demonstrated with each job. Current jobs should be in present tense. Prior jobs should be in past tense.



Quicken and Lotus Notes, Microsoft Office, Public Speaking, Leadership, Communication

- 2016-2018 Delta Mu Delta, Secretary 2018
- 2015-2018 Dean's List
- 2015-2018 Division I Athlete: Swimming
- 2017 Feeding Kids Cleveland County

Highlight achievements and honors. Include volunteer experience, clubs, etc.

