

First Middle Initial Last Name

345 Bishop Street
Olean, NY 14760
(716) 123-4567
name@send.com

EDUCATION

St. Bonaventure University, St. Bonaventure, NY

Bachelor of Business Administration ♦ May 20xx

Major: Accounting Minor: Spanish GPA: 3.6/4.0

- *Intend to pursue a Master of Business Administration in Professional Accountancy with a completion date of May 20xx*

HONORS

Dean's List – all semesters

Member of the Phi Eta Sigma National Honor Society

Member of the Beta Gamma Sigma National Honor Society

St. Bonaventure Women's Softball Grant

Atlantic-10 Honor Roll – all semesters

RELEVANT EXPERIENCE

ACCOUNTING CLERK, Mattel Inc., East Aurora, NY ♦ Summer 20xx

Mattel Shared Service Solutions

- Processed high volume of accounts payable invoices for Mattel Mexico, Latin America, and Canada using the Oracle Gold system
- Posted payables to the general ledger in their corresponding accounts
- Matched and coded invoices according to purchase orders
- Filed and maintained processed invoices for future return to the appropriate business unit
- Trained a new Accounting Technician

VOLUNTEER TAX PREPARER, United Way, Olean, NY ♦ Spring 20xx

- Participated in innovative, high-volume, 10-week shopping mall site that simulated an accounting firm
- Interviewed clients and prepared tax returns for low-income workers
- Certified at advanced level by Internal Revenue Service

PEER TUTOR, Teaching and Learning Center, St. Bonaventure, NY ♦ Spring 20xx-Fall 20xx

- Conducted tutorial sessions in both Financial Accounting and Managerial Accounting for 10 students weekly

EMPLOYMENT

PERIODICALS ATTENDANT – Library, St. Bonaventure, NY ♦ Fall 20xx-present

- Assist students in finding research materials

SALES ASSOCIATE – BonTon, Olean, NY ♦ Fall 20xx-Fall 20xx

- Ensured quality customer service including sales and merchandising
- Solicited charge card applications

FACTORY WORKER – St. Gobain Containers, Port Allegany, PA ♦ Summer 20xx

- Assisted in the quality assurance of glass products

SECRETARY – Philosophy Department, St. Bonaventure, NY ♦ Fall 20xx

- Provided administrative support to five professors

CAMPUS ACTIVITIES

Team Player, St. Bonaventure Women's Softball Team (NCAA Division 1)

Team Representative, Student Athlete Association

Member, Finance and Investments Club

Member, Accounting Club

Note Taker, Teaching and Learning Center

COMPUTER SKILLS

Proficient in TaxWise, Oracle GOLD, 170 MarkView, Windows, Excel, Access, PowerPoint, Word, and Internet search tools