

# First Last Name

523 Main Street, Olean, NY 14760 • 716.123.4567 • name16@bonaventure.edu

## EDUCATION

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**St. Bonaventure University**, St. Bonaventure, NY

**Bachelor of Business Administration; Accounting** (GPA: 3.9/4.0)

May 20xx

Beta Gamma Sigma International Business Honor Society

- Intend to pursue a master's degree in Business Administration in Professional Accountancy with a completion date of May 20xx

**Competitive EDGE Professional Development Program**

April 20xx

- Institutionally recognized for completion of professional development seminar series

**Jamestown High School**, Jamestown, NY

**Advanced Regents Diploma with Honors Distinction**

June 20xx

- GPA: 4.0/4.0

## RELEVANT EXPERIENCE

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**Budget and Purchasing Office**, St. Bonaventure University

August 20xx-present

*Intern*

- Assist with special analysis reports of budget based accounts as determined by the Budget Director
- Perform data entry and assist with all budget workbook submissions including preparation of monthly departmental chargebacks and assigning accounting codes to purchasing transactions
- Contact budget officers, vendors, and university departments for resolution of problems

**Olean Business Development**, Olean, NY

May 20xx-present

*Intern*

- Collaborate with Director on financial analysis and forecasting
- Assist with New York Main Street grant writing and other small business grants
- Assess strategic plans and revenue expenseratios

**Cattaraugus Region Community Foundation**, Olean, NY

June - August 20xx

*Gift Processing Assistant*

- Developed electronic tracking system for monetary gifts to the foundation

## EMPLOYMENT

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City of Jamestown, Jamestown, NY

May-August, 20xx-20xx

*Senior Head Lifeguard*

- Supervised lifeguards, calculated bi-weekly payroll, maintained pool systems and ensured patron safety

## ACTIVITES

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➤ *Member*, Students in Money Management

May 20xx-May 20xx

➤ *Member*, Bonaventure Accounting Association

May 20xx-May 20xx

## SKILLS

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- Intuit Quickbooks; Sage Peachtree; Microsoft Office Suite; GuideStar