

FIRST LAST NAME

School Address:

P.O. Box 377
St. Bonaventure, NY 14778

name@yahoo.com
(513) 574-3223

Home Address:

4727 Greenwald Ct.
Cincinnati, OH 45248

EDUCATION**ST. BONAVENTURE UNIVERSITY**, St. Bonaventure, NY**Master of Business Administration – Professional Accountancy** May 20xx

Graduate GPA: 3.6/4.0

- Includes completion of 150 credit hours for CPA exam requirement

Bachelor of Business Administration**Major: Accounting** Undergraduate GPA: 3.3/4.0 May 20xx

Honor: Recipient of the St. Bonaventure Paccioli Scholarship based on academic performance and service

**RELEVANT
EXPERIENCE**

KPMG LLP, Cincinnati, OH

Summer 20xx

Audit Intern

- Served as integral member of audit team for major public clients
- Developed audit documentation from inception
- Conducted internal audit engagements, control reviews, and process improvement reviews
- Completed annual audit reports and recommended internal audit best practices

D.A.G. Construction Co., Inc., Cincinnati, OH

Summers 20xx, 20xx

Accounting Intern

- Performed job cost accounting (construction-oriented)
- Maintained records of accounts payable and accounts receivable transactions
- Assisted controller with year-end tax preparations

MedExpress, New York, NY

Summer 20xx

Budget Intern

- Maintained records of accounts receivable transactions
- Ensured that insurance claims were properly filed and paid
- Initiated contact with insurance companies to handle proper payment of claims
- Utilized *Complex* (a medical software program) for patient billing and record keeping

SERVICE

Special Olympics of New York, St. Bonaventure University

Spring 20xx

Class A Volunteer

- Coordinated community track meet involving over 50 athletes and 10 community organizations

School of Business, St. Bonaventure University

Fall 20xx, 20xx

Peer Mentor

- Advised first-year students about university resources and programs

BonaResponds, St. Bonaventure University

Spring 20xx

Volunteer

- Served as an active participant in a student organized post-disaster relief organization – attended week long relief effort
- Provided both emotional and physical support to post-tornado communities

TECHNOLOGY SKILLS

Microsoft Word, Excel, Access, Publisher, PowerPoint, TaxWise, TaxACT, Lexis-Nexis, CCH Intelliconnect Tax Research, CCH TeamMate Audit Management System