

Resume Sample (Accounting, pre-career)

Im A. Spartan

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OBJECTIVE

Seeking a summer internship with a public accounting firm

EDUCATION

B.S., Business Administration, Concentration in Accounting

May 20XX

San Jose State University, San Jose, CA, GPA: 3.5

CPA Exam Eligible: 142 of 150 units completed

Related Coursework: Financial Accounting, Intermediate Accounting I, Intermediate Accounting II, Accounting Information Systems, Managerial Accounting, Financial Auditing

PROJECT EXPERIENCE

Accounting Information Systems Manual Project, SJSU

September 20XX - December 20XX

- Analyzed and manually recorded over 50+ customer and employee transactions
- Adjusted year-end worksheet trial balance and audited sales commissions
- Successfully performed bank reconciliation and recorded invoices and bills from customer
- Converted the entire manual project on Sage50cloud software for ease of use and access

Twitter Financials Project, SJSU

February 20XX - May 20XX

- Led team of five to successfully complete SWOT analysis report for Twitter financial statements
- Evaluated and analyzed aspects such as MD&A, operating profit, and the audit report
- Developed strategies concentrated on expansion to new markets, resulting in revenue growth for Twitter
- Utilized Zoom & Google Slides to virtually presented report to 30+ peers, receiving positive comments on analysis

EXPERIENCE

Student Assistant, SJSU College of Business Student Success Center, San Jose, CA

June 20XX - Present

- Counsel and advise diverse population of over 100+ business students on academic progress
- Update detailed curriculum sheets from Word to PDF to increase ease of digital access for students and staff
- Assist in the development of a four-year plan for freshman to support student success

Accounting Intern, Accounting Experts, San Jose, CA

May 20XX - August 20XX

- Managed company's records and books by organizing confidential documents and processing account payables, receivables, and payrolls through QuickBooks
- Assisted with processing of approximately \$89,000 in accounts receivables per month
- Prepared daily, weekly and monthly status reports and charts for director using Excel
- Trained 12 new employees in resources and policies to enable successful transition to position

IRS Income Tax Preparation Volunteer, VITA, Oakland, CA

December 20XX - April 20XX

- Utilized Zoom to assist over 20 elderly, Farsi-speaking clients in completing annual tax returns
- Received high marks from clients and was invited to return the following tax season

ACTIVITIES

Member, Information Systems Audit and Control Association (ISACA)

January 20XX - Present

SKILLS

Technical: MS Excel, QuickBooks, Sage 50 Cloud, Zoom, Google Suite

Languages: Fluent in English and Farsi