

MATT B. EXAMPLE

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EXPERIENCED ACCOUNTING STUDENT

Scroll down for additional examples

- Junior accounting major seeking an internship for the summer of 2014
- Saved a company hundreds of dollars by identifying and correcting bookkeeping errors
- Focused multi-tasker, balancing responsibilities with excellence at both work and school

EDUCATION

Bachelor of Science in Accounting (150 hours) **December 2015**
Bob Jones University, Greenville, SC **GPA: 3.65**

Certificate of Professional Development: Personal Financial Management **February 2013**

- Received important information on managing personal finances from an experienced financial planner

STRENGTHS

Attention to Detail:

- Saved a company hundreds of dollars by identifying and resolving mistakes in communication, data entry, and documentation
- Strengthened integrity of bookkeeping by determining the origin of discrepancies and correcting problems

Leadership Ability:

- Set example of hard work and adherence to company standards
- Appointed as Residence Hall Room Leader by Dean of Students staff
- Elected as Secretary in Beta Gamma Delta literary society

Customer Service:

- Listened patiently to dissatisfied customers and successfully implemented solutions to their needs
- Upheld a friendly and helpful atmosphere while accommodating customers, multi-tasking, interacting directly with patients, scheduling, answering a multi-line phone, and performing clerical functions

RELATED EXPERIENCE

Accounting Assistant, Family Physical Therapy, Sacramento, CA **2013-Present**

- Observing and experiencing the entrepreneurial side of our family-owned multi-location corporation: taxes, payroll, working with consultants and the outsourced services, solving unexpected issues
- Auditing patient accounts, preparing bank reconciliations and deposits
- Involved with the billing and collections process using online patient information services
- Installing software upgrades, proficient in Turbo PT medical billing and scheduling software, proficient in Microsoft Office, especially in Microsoft Excel

OTHER EXPERIENCE

Usher, Bob Jones University, Greenville, SC **Fall 2014-Present**

- Seating people, answering questions and enforcing policies while maintaining a sharp, professional appearance

Music Equipment Transport Crew, Bob Jones University, Greenville, SC **Fall 2012-Spring 2014**

- Carefully loading and unloading heavy and expensive instruments under tight time constraint

ACTIVITIES & ASSOCIATIONS

University Business Association—Member (2011-Present)

Community Service—Greenville General Hospital (2011-Present) and Miracle Hill Boy's Home (2012-Present)

Literary Society Officer—Secretary

Intramural Sports—Basketball, football, volleyball

Music—Drums and percussion in BJU Percussion Ensemble, church worship, and various other groups

DAVID L. EXAMPLE

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Junior Accounting Student | Tax Intern Spring 2015

- Highly competitive and driven personality accompanied by desire for excellence
- 2 summers of accounting internship experience
- Classroom experience in Peachtree and QuickBooks accounting software systems
- Relevant experience in Global Shop Solutions manufacturing software
- Proficient in Prezi and Microsoft Excel, Word, Access, and PowerPoint
- Focused team player who enjoys hard work

EDUCATION

B.S. in Accounting May 2015
Bob Jones University, Greenville, SC GPA: 3.96

- Working to pay 60% of college expenses
- University Business Association

RELATED EXPERIENCE

Accounting Internship Summers 2013 & 2014
National Packaging Co., Inc., Dayton, OH

- Built new spreadsheet reports for tracking sales, inventory, expenses, and production
- Labeled and reorganized entire accounting department's hard-copy files
- Maintained accounting reports and worked in company's manufacturing software system
- Supervised crew of employees in relabeling project and led inventory count team

ADDITIONAL EXPERIENCE

Customer Service Representative Fall 2011-Present
BJU Cleaners, Greenville, SC

- Answered phone and resolved customer complaints and requests
- Processed customer orders and assured accurate and timely deliveries

Assistant Service Technician/Service Technician Summers 2010-2011
A&K Energy Conservation, Inc., Xenia, OH

- Demonstrated diligence and initiative and was promoted from Assistant Service Technician to Service Technician by the next summer
- Maintained and repaired lighting systems at retailers such as TJ Maxx and Publix
- Handled materials and planned maintenance schedule to ensure smooth operation

ACTIVITIES

Chaplain, Pi Gamma Delta Literary Society (Fall 2013)
Residence Hall Room/Group Leader, selected by Student Life Staff
Weekly community service at nursing home
University choir member, Fall 2012-Present

Charlotte L. Example

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Tax Accounting Intern Available Spring 2014

- Junior Accounting student with 2+ years of academic experience
- Easily adaptable to new environments, people, and projects
- Experience in customer service and teamwork
- Developed communication skills, both written and verbal
- Fluent in both Spanish and English

EDUCATION

Bachelor of Science in Accounting May 2015
Bob Jones University, Greenville, SC GPA: 3.92

- SC Life Scholarship recipient
- Dean's List every semester

RELATED EXPERIENCE

Accounting Tutor – Bob Jones University, Greenville, SC Fall 2013-Present

- Assist fellow student with improving grades in Math of Finance and Principles of Accounting I and II
- Create practice problems to prepare student for tests
- Contact professors to evaluate student's progress

Treasurer – Nu Alpha Phi Literary Society – Bob Jones University Spring / Fall 2013

- Accurately handled society bookkeeping
- Entrusted with cash disbursements for special events and activities

ADDITIONAL EXPERIENCE

Receptionist – Millie Lewis Modeling and Talent Agency, Greenville, SC April 2011-Present

- Selected to update and edit employee manual
- Create credit card reports and manage salon booth rentals
- Complete daily financial closing

Swim Lesson Instructor – Family YMCA, Greenville, SC April 2012-August 2013

- Teach private and group swimming lessons and water safety
- Create invoices for private lessons

Lifeguard – Upstate Pool Management, Greenville, SC Summers 2009-2012

- Ensured safety of adults and children at the swimming pool
- Managed community swimming pool operations

LEADERSHIP & ACTIVITIES

Weekly community service at Laurens County Detention Center
Member, University Business Association (2012-Present)
Residence Hall Room Leader
Cheerleading Captain, Basilean Literary Society