

# Joe Student

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## OBJECTIVE

An internship in public accounting, with the long-term goal of becoming a Certified Public Accountant.

## EDUCATION

Nazareth College of Rochester

May 2016

**B.S. in Accounting**

GPA 3.65/4.00

*Relevant Coursework:*

Auditing

Managerial Accounting

Forensic Accounting

Advanced Accounting

Federal Income Tax

Corporate Tax

## INTERNSHIP EXPERIENCE

**Mengel, Metzger, Barr & Co., LLP**, Rochester, NY (12/15-4/16)

*Intern, Tax Department*

- Gathered information and prepared data and documents for completion of individual and corporate tax returns; focused on 1040, 1120S, 1041, and 1099 tax forms.
- Completed multiple projects relating to investment conflicts with the IRS.

**Salmin, Celona, Wehrle, & Flaherty LLP, CPA's**, Rochester, NY (1/15-3/15)

*Intern/Real Estate Audit Department*

- Reviewed client financial statements prior to release, verifying calculations and checking for spelling and grammatical errors.
- Utilized CCH accounting software to compare past financial statements with current client information, checking year-end and current year balances.
- Assisted tax department with inputting client information for tax returns using Lacerte.

## RELATED EXPERIENCE

**Nazareth College Accounts Payable Office**, Rochester, NY (5/13-5/16)

*Student Assistant* – Utilized college's computer database to enter information about internal and external invoices to ensure prompt payment of all accounts payable. Reviewed all printed checks, maintained appropriate documentation for office records and prepared mailings to send checks to vendors. Performed data entry for journal entries made by accountants, monitoring debits and credits to make sure the accounts balanced. Demonstrated a high level of professionalism and attention to detail on a daily basis.

**GVBS, Inc.**, Stafford, NY (Summers 2011-2014)

*Office Assistant/Landscaper* – Developed organizational system using Quickbooks and Microsoft Outlook. Managed employee timesheets, invoices, estimates, and billing.

## SERVICE LEARNING

**Cheshire Community Action Team**, Cheshire, NY (1/13-4/13)

Helped prepare financial statements for a local non-profit agency as a class service project that was part of a course in not-for-profit accounting. Researched not-for-profit accounting policies and procedures and gave recommendations for improving existing statements and practices.

## COLLEGE ACTIVITIES

**Accounting Club** (9/12-12/15)

Discussed accounting issues and helped brainstorm possible accounting-related events for the club.

## TECHNICAL SKILLS

Accounting Research Manager; QuickBooks; Microsoft Excel, Access, Word, PowerPoint; Datatel  
Social Media: LinkedIn, Facebook, Twitter, YouTube

## COMMUNITY SERVICE

Mary's Place, *Volunteer*, Rochester, NY (8/14-12/14)

Boys and Girls Club, *Volunteer*, Rochester, NY (9/13-10/13)