

Name (Sample Accounting Resume)

Permanent: 55 W. Main St., Syracuse, NY 13201, (315) 552-5552

School: 21 Monroe Ave., Rochester, NY 14618, (585) 451-6552

name@naz.edu

OBJECTIVE

To obtain a position in public accounting, with the long term goal of becoming a Certified Public Accountant.

EDUCATION

Nazareth College of Rochester

M.S. in Accounting

May 2013

B.S. in Accounting

May 2012 GPA: 3.4

INTERNSHIP EXPERIENCE

KPMG, Rochester, NY (Summer 2012)

Audit Intern

- Assisted with all phases of audit process for external clients, including Fleet Bank and Xerox Corporation.
- Excelled in communications and interactions with clients, resulting in ability to quickly gather appropriate information and meet client needs.
- Reviewed stock reports utilizing Bloomberg system, organized information, and distributed to audit team.
- Gained extensive understanding of staff accountant responsibilities.

Internal Revenue Service, Rochester, NY (Spring 2011)

Tax Intern

- Independently assisted economically and culturally diverse individuals with tax preparation in electronic and paper formats.
- Excelled at interviewing clients to ascertain information. In addition, provided instruction to clients to increase understanding of the filing process.
- Processed information and made recommendations regarding selection of appropriate forms.
- Entrusted to provide independent assistance, including sharing information and recommendations for itemized deductions.

RELATED EXPERIENCE

Payroll Office, Nazareth College (9/08-5/11)

Payroll Clerk – Prepared paychecks for students by collecting hourly time sheets and organizing them according to department. Reviewed reports for inconsistencies and resolved any differences. Reconciled bank statements, especially outstanding checks. Managed confidential information and demonstrated attention to detail.

TUTORING EXPERIENCE

Academic Advisement Office, Nazareth College (9/09-5/12)

Peer Tutor – Selected by faculty to tutor students in accounting, statistics, and economics coursework. Successfully clarified difficult concepts and adjusted teaching style to accommodate individual needs.

LEADERSHIP EXPERIENCE

Orientation Leader, Nazareth College (8/09-5/12)

Actively contributed in a team work environment to develop extensive program with goal of facilitating smooth transition to college for new students. Led small group activities, including community service component, and provided education on issues of date rape awareness. Provided on-going support throughout the year.

COLLEGE ACTIVITIES

Accounting Club (2008-2012)

Women's Varsity Basketball (Fall 2008-Fall 2011)

COMPUTER SKILLS

PC and Macintosh

MS Excel/Word/PowerPoint, MS Works, One Write Plus, Hexagon, Internet, E-mail

COMMUNITY SERVICE

Sojourner House, Rochester, NY (Fall 2010) *Fund Raising Assistant*

St. Joseph's Hospitality House, Rochester, NY (Spring 2011) *Server*