

ACCOUNTING RESUME *example*

CALLNIDA SMITH

Current Address:

414 East 7th Street
Bloomington, IN 47404

cstudent@iu.edu
(812) 972-1277

Permanent Address:

4272 Meghan Lane
Vernon Hills, IL 60061

EDUCATION

Indiana University, Kelley School of Business, Bloomington, IN

May 2020

Bachelor of Science in Business (150 credit-hours completed upon graduation)

Accounting Coursework GPA 4.00/4.00

Major: Accounting; Minor: Spanish

Overall GPA 3.96/4.00

Academic Honors:

- Kelley School of Business Honors Program – faculty-selected as one of 150 students from the class of 2020 based on academic excellence and community involvement
- Hutton Honors College – exhibited high standardized test scores and exceptional academic performance
- Graco Foundation Scholarship, Hutton Honors Scholarship, Faculty Award Scholarship

WORK EXPERIENCE

B-Town Tutors, LLC, Bloomington, IN

December 2016-Present

Tutor

- Tutored students in introductory accounting and technology classes and helped create study strategies to achieve goals
- Communicated effectively with clients and colleagues to organize sessions and maintain good relationships

Land O'Lakes, Inc., Shoreview, MN

May 2019-August 2019

Accounting Intern

- Assessed compliance to Sarbanes-Oxley by testing internal controls for 130 branch locations and at the corporate level to determine where remediation was necessary
- Utilized Microsoft Excel and JD Edwards system to make daily, month-end, and quarter-end journal entries totaling over \$30 million
- Compiled daily transactions from a six month period to reconcile the obsolete inventory reserve account
- Created standard operating procedures for processes to ensure consistency and accuracy in the future

Taher, Inc., Minnetonka, MN

Summers 2015-2018

Office Assistant

- Multi-tasked efficiently by answering and directing numerous phone calls to assist clients and supervisors and demonstrated superior communication, decision making and ability to prioritize
- Organized and performed inventories of the company's merchandise and office supplies to increase the accuracy and speed of intercompany orders
- Applied knowledge of Microsoft Access to ensure accuracy in the company's asset database

ACTIVITIES

Beta Alpha Psi Accounting Fraternity, Indiana University, Bloomington, IN

January 2018-Present

Member

- Attended weekly professional presentations regarding accounting careers and topics

Kelley School of Business, Indiana University, Bloomington, IN

August 2017-Present

Computers in Business Teaching Assistant

- Volunteered in the classroom as a tutor for the Computers in Business course at the Kelley School of Business
- Assisted students with Microsoft Access and Excel skills to improve in the course

Briscoe Government, Indiana University, Bloomington IN

August 2017-December 2018

Governor/Floor Historian

- Co-represented a floor of 50 college freshmen in a dorm-wide government of 20 students and collaborated to plan events and manage a budget of \$20,000 to provide residents with the best first-year experience
- Co-designed documentation of floor events to distribute to floor residents as a parting gift at the end of the year

2017 Deloitte Consulting Case Competition, Indiana University, Bloomington IN

September 2017

Second Place Finisher

- Developed a solution within 48 hours to a proposed problem with a team of three others and presented to a panel of judges

ADDITIONAL SKILLS

Conversational Spanish | Graphic design