

# Ben Counter

Fort Collins, CO

970-444-4444

Ben.Counter@email.com

## ACCOUNTING PROFILE

- Progressive skills and knowledge of accounting and auditing obtained through internship, education, and tax volunteer work
- Strong attention to detail developed through 3+ years of administrative experience
- Experience with drafting internal audit reports as part of audit internship
- Focus on teamwork enhanced through participation in collegiate athletics, work experience, and student leadership
- Proficient in written and conversational Spanish, currently learning Cantonese
- Efficient computer skills, particularly Microsoft Excel and QuickBooks

## EDUCATION

Colorado State University, Fort Collins, CO  
Bachelor of Science in Business Administration  
Concentration: **Accounting**

May 20XX  
**Major GPA 3.8**  
Overall GPA 3.4

Study Abroad at Universidad Complutense de Madrid, Spain

Spring 20XX

## ACCOUNTING EXPERIENCE

### Audit Internship

May 20XX - August 20XX

KPMG, LLP, Denver, CO

- Collaborated with 10 team members on annual audit of ChaChing Corporation, culminating in final certification report
- Assisted with weekly preparation of audit work papers for clients in a variety of industries
- Analyzed financial statements for 20+ clients to identify operational risks and potential solutions for risk management

### Accounting Internship

May 20XX - August 20XX

Herman Miller, Inc., Zeeland, MI

- Prepared 10-K disclosure reports as part of the external financial reporting team for a globally recognized furnishings company
- Performed tests of key controls for SOX compliance
- Monitored and reconciled general ledger accounts for three high-profile departments totaling \$3M per year
- Collected and validated data to ensure compliance with corporate financial guidelines

## ADDITIONAL WORK EXPERIENCE

### Administrative Assistant

December 20XX - August 20XX

Pilkington & Associates, Sterling, CO

- Maintained human resources records for 30 company employees ensuring accuracy
- Entered confidential data from various human resources documents into PeopleSoft HRMS
- Demonstrated work ethic and commitment through 100% attendance during tenure at company

## ACTIVITIES & HONORS

Beta Alpha Psi, Member

March 20XX - Present

Colorado State University Volleyball, Collegiate Athlete

April 20XX - April 20XX

Career Management Center Student Advisory Board, Member

January 20XX - May 20XX

RamRide, Volunteer

August 20XX - May 20XX

Dean's List

Fall 20XX, Spring 20XX