

AUDRA TORRE

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OBJECTIVE: To obtain an audit internship for summer 20XX

EDUCATION

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

December 20XX
Major GPA: 3.94
Overall GPA: 3.73

- 150 Hours for CPA Licensure will be met by Month/20XX

Northeastern Junior College, Sterling, CO
Associate of Science

May 20XX

ACCOUNTING EXPERIENCE

Volunteer Income Tax Association (VITA), Fort Collins, CO

January 20XX - April 20XX

Tax Preparer

- Prepared over 200 income tax returns in 3 months
- Worked over 40 hours a week while maintaining full academic workload
- Created relationships with low income Spanish speaking families within the community by successfully utilizing bi-lingual abilities
- Achieved 100% accuracy with all filed tax returns

Deloitte, Summer Leadership Program, Denver, CO

July 20XX

KPMG, Summer Leadership Program, Denver, CO

July 20XX

Soukup, Bush & Associates, Summer Leadership Program, Fort Collins, CO

July 20XX

LEADERSHIP & INVOLVEMENT

Beta Alpha Psi

August 20XX - Present

Vice President / Member

- Organized Meet the Firms Night requiring the coordination of over 100 companies

Colorado State University Athletics

April 20XX - April 20XX

Cheerleader

- Assisted with CSU fundraisers that successfully raised over \$60,000
- Volunteered over 250 hours per semester for community and fundraiser events

CUSTOMER SERVICE EXPERIENCE

Egg & I, Greeley, CO

July 20XX - Present

Server

- Provided exceptional customer service to over 50 guests per shift resulting in numerous return customers
- Communicated orders to kitchen accurately resulting in favorable ratings on 100% of comment cards

Anderson & Associates, Greeley, CO

May 20XX – August 20XX

Administrative Assistant

- Managed schedules and provided introductory information to clients in a busy, local financial services firm
- Developed client intake information sheet resulting in increased efficiency for staff