

# ANGELA SCHRUTE

---

1234 56<sup>th</sup> St. N | Scranton, PA 11111 | angela.schrute@ndsu.edu | 123/456-7890

## OBJECTIVE

To obtain a full-time staff accountant position at Dunder – Mifflin Paper Company beginning June 20XX.

## EDUCATION

### North Dakota State University

Fargo, ND

Bachelor of Science in Accounting

**Anticipated Graduation: May 20XX**

GPA: 4.0/4.0, Dean's List (6/6 semesters)

## EXPERIENCE

### Gate City Bank

Fargo, ND

*Customer Service Representative / Teller*

**November 20XX – Present**

- Demonstrate excellent customer service by greeting with a friendly attitude, answering questions, and assisting customers with banking needs
- Create new systems for organizing data in order to ensure customer confidentiality and improve efficiency for staff
- Improve leadership abilities by training in 5 new tellers by developing and implementing a 2 week training program

### John Deere

Fargo, ND

*Accounting Intern*

**January – May 20XX**

- Exhibited strong attention to detail in order to maintain 100% accuracy of financial statements and reports
- Utilized budgeting knowledge to prepare and manage budgets, including payroll and accounts receivable, for the company
- Applied expertise with tax laws in order to prepare tax forms
- Effectively communicated with coworkers and controller to ensure that tasks were completed accurately and deadlines were met

## LEADERSHIP AND INVOLVEMENT

### NDSU Accounting Club

Fargo, ND

*Vice President*

**September 20XX – Present**

- Demonstrate managerial skills while conducting weekly meetings along with the President and Secretary
- Continuously improve public speaking abilities by presenting to classes and groups of 10-200 people
- Utilize organizational skills to coordinate guest speakers and events for professional development

## CERTIFICATIONS

**Certified Master:** Microsoft Excel

**January 20XX – Present**

**Certified Specialist:** Microsoft Word, Access, Outlook, and PowerPoint

**May 20XX – Present**