

ANGELA SCHRUTE

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OBJECTIVE

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

EDUCATION

North Dakota State University
Bachelor of Science in *Accounting*
GPA: 4.0/4.0, Dean's List (6/6 semesters)

Fargo, ND
Anticipated Graduation: May 20XX

INTERNSHIP

John Deere
Accounting Intern

Fargo, ND
January – May 20XX

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

WORK EXPERIENCE

Gate City Bank
Customer Service Representative / Teller

Fargo, ND
November 20XX – Present

- Demonstrate excellent customer service by greeting clients with a friendly attitude, answering questions, and assisting with banking needs
- Display innovativeness by creating new systems for organizing data in order to ensure customer confidentiality and improve efficiency for staff
- Showcase leadership abilities while onboarding 5 new tellers through the development and implementation of a 2-week training program

Target
Guest Service Associate

Fargo, ND
June 20XX – November 20XX

- Enhanced leadership skills by creating groups and delegating tasks to members based on their strengths
- Applied strong customer service abilities by remaining helpful and positive to leave customers satisfied with their experience

LEADERSHIP AND INVOLVEMENT

NDSU Accounting Club
Vice President

Fargo, ND
September 20XX – Present

- Use collaboration skills while working with the executive committee to further increase engagement and membership of the club
- Continuously improve public speaking abilities by presenting to classes and groups of 10-200 people
- Implement organizational skills to coordinate and host guest speakers and events for professional development

CERTIFICATIONS

Pro Advisor Certified: QuickBooks Online
Certified Master: Microsoft Excel
Certified Specialist: Microsoft Word, Access, Outlook, and PowerPoint

Expected: May 20XX
January 20XX
May 20XX