**FIRST NAME LAST NAME**

Yonkers, NY ▪ (123) 456-7890 ▪ xyz@gmail.com

**EDUCATION**

**Mercy College**,Dobbs Ferry, NY

*Bachelor of Science in General Accounting, Specialization in Taxation* month year

* GPA: X.YZ

**EXPERIENCE**

**Mercy College Residential Life**, Dobbs Ferry, NY

*Resident Assistant* startmonth year– Present

* Provide a safe living and learning environment for residents
* Coordinate educational and social programs for the residents

**New York City Comptroller’s Office, Bureau of Audit**, New York, NY

*Intern* start month year – end month year

* Documented research findings to be included in December 2010 Audit Report
* Conducted research on several county agencies involved in the audit
* Analyzed city agency data and cross-referenced it with Mayor’s Office for accuracy
* Prepared PowerPoint presentations and presented recommendations to senior Comptroller team

**Mercy College Wellness Center,** Dobbs Ferry, NY

*Student Aide* start month year – end month year

* Scheduled appointments and maintained calendar
* Managed charts and medical file system for confidential patient information

**New York State Society of Certified Public Accountants,** White Plains, NY

*Counselor* start month year – end month year

* Coordinated educational programs for personal and professional development of members
* Participated in student panel to share experience as an Accounting major

**LEADERSHIP AND ACTIVITIES**

**Mercy College Accounting Society**

*President* start month year – Present

* Supervise the chapter’s activities to ensure efficiency and maintain mission statement
* Communicate between the Professional Chapter and Student Chapter to ensure issues and topics are covered effectively

**Mercy College Internal Review and Control Board**

*Member* start month year – Present

* Review financial transactions of student clubs and organizations

**Open Door Medical Center**,Ossining, NY

*Advertising Team Leader* start month year – Present

* Solicit input from chapter members and provide recommendations to managing partners on Advertising strategy
* Advertise for chapter events to ensure strong attendance

**Collegiate Science and Technology Entry Program (CSTEP)**,White Plains, NY

*Advisory Board Member, White Plains, NY Chapter* start month year – end month year

* Coordinated programs for the educational and professional growth of CSTEP students

**SKILLS**

* *Computer:* Proficient in Microsoft Office (Excel, Word and PowerPoint)
* *Language*: Fluent in Spanish