

Resume Examples

# BUSINESS, FINANCE, AND ACCOUNTING

Entry-level Accounting	→	2
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## Danielle A. Debit

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### EDUCATION

#### **Bachelor of Science in Business Administration**

#### **Concentration in Accounting**

Edinboro University of Pennsylvania, Edinboro, PA

Dean's List seven of eight semesters; graduated *summa cum laude*

GPA: 3.85/4.0

December 2015

### RELEVANT COURSEWORK

Auditing I and II

Federal Individual Income Taxation

Business Decision Making

Human Resource Management

Business Finance

Intermediate Accounting I and II

Business Law I and II

Managerial Accounting

### RELATED EXPERIENCE

#### **Intern**

Jefferson Tax and Bookkeeping Service, Jefferson, OH

September 2015 to December 2015

- Assisted with payroll, tax, and account processing.
- Developed automated system for monthly sales tax payment.
- Implemented "Rapid Tax Refund" service for individual customers.

### OTHER WORK EXPERIENCE

#### **Swing Shift Manager**

McDonald's Restaurant, Erie, PA

August 2010 to Present

- Manage 10-12 employees of diverse backgrounds.
- Earned the Employee of the Month award on three different occasions.
- Promoted from counter person to management position within six months.

### CLUBS AND ORGANIZATIONS

Delta Mu Delta Business Honor Society

- Treasurer, 2014-2015
- Member, 2012-2015

Business and Economics Club

- President, 2015
- Member, 2011-2014

# Timothy J. Hustle

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## EDUCATION

May 2004 **B.S. Accounting**, with honors  
 Dean's List; President of Accounting Club  
 Missouri Baptist College, St. Louis, MO

### *Educational Highlights and Projects:*

*Contemporary Issues in Intermediate Accounting* — Co-led team of 4, focusing on 10K detail of company selected for study, Private Brands Corporation, to analyze their solvency. Took on major role of figuring debt to equity ratios, earnings per share, common stock outstanding, executives' compensation, and pension plan expense of their various business units. Prepared a 10-page report of findings to support company's value to potential investors and presented it orally to class. Commended by professor for thoroughness and received grade of A.

*Internal Auditing* — Participated in a group performing an operational and financial audit of a hypothetical company. Discussed different opinions of business practices with regard to strengths, weaknesses, and recommendations. Gained insight into alternative ways of looking at situations.

*Individual and Business Taxes* — Became thoroughly familiar with the details of all tax forms and worked from memory to perform tax computations.

*Introduction to Finance* — Applied APR to such calculations as installment loans, payments, and annuities.

### *Other Coursework Included:*

Managerial Accounting, Advanced Financial Accounting, Cost Management, Capital Budgeting, and Working Capital Management.

## EMPLOYMENT

2000–Present **MAIL CARRIER**, U.S. POSTAL SERVICE, ST. LOUIS, MO

- Sort and deliver a moderate to heavy volume of mail by vehicle or on foot.
- As a float person, cover any of five different routes.
- Perform a full range of postal product sales and customer service responsibilities.
- Financed 70% of tuition costs with earnings.

## VOLUNTEER WORK

1997–Present

- Youth advisory member through church affiliation. Plan, implement, and oversee entertaining weekend and after school activities with a spiritual focus for ages children 4-15.
- Since 2001, have taken on responsibility of bookkeeper for Summer Bible Camp attended by 180 children.

## PROFESSIONAL SOFTWARE

Well-versed in MS Word, Excel, Access, and Turbo Tax.

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## INGRID VESTER

55 59<sup>th</sup> Street, Flatland, Texas 55555  
P. O. Box 555, Green River, Texas 55555

*finance@needinternship.com*

**(800) 555-0000**  
**(543) 866-9900**

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### EDUCATION

SUPERIOR UNIVERSITY, Lubbock, Texas 9/16 – Present  
*Bachelor of Business Administration in Finance expected* 5/20  
*Master of Science in Family Financial Planning expected* 12/20  
**GPA 3.0**                      **Dean's List Spring 2016**                      **The American Scholars National Honor Society**

### INTERNSHIP EXPERIENCE

*Intern*, THE PROVIDER/MONEYCO, Broxton, Pennsylvania 5/18 – 8/18  
Gained insight to the financial industry as sit-in phone team observer. Attended in-service training classes for wholesale and investment representatives. Prepared documents needed to implement plans selected by clients.  
Expanded product knowledge, especially on variable annuities.

- Increased confidence as presenter delivering two speeches.
- Gained functional overview of daily operations of insurance / investment firm.
- Sold company on idea of an intern in spite of poor global market.

*Intern*, HUDD, SACCO & CO., Bradford City, New Jersey 5/17 – 8/17  
Gained exposure to the mutual fund industry as a whole. Sat in on mutual fund managers' training program and observed sales / marketing calls. Prepared forms and agreements to complete sales. Increased product knowledge.  
Reduced office burdens by managing front desk.

- Earned internship from outstanding interview.
- Delivered perfect attendance.

### WORK EXPERIENCE

*Office Assistant*, DAVID WELLS, INC., Green River, Texas 5/16 – 8/16  
Prepared proposals to sell services that addressed client needs. Gained overall perspective of the day-to-day operations of a financial office. Greeted customers, routed telephone calls, and performed clerical duties.

*Landscape Assistant*, GREEN RIVER PARKS & RECREATION, Green River, Texas 5/15 – 8/15

### HONORS/ACTIVITIES

- Member, The Marketing Association 2019
- Member, The Finance Association 2019
- Member, Student Government Association 2016 – 2019
  - ~ Elected as College of Business Senator 2016 – 2017 and 2017 – 2018 (Re-elected)
  - ~ Served on Budget and Finance Committee, 2016 – 2017 and 2017 – 2018 (Re-elected)
  - ~ Elected to Student Government Communication Committee, 2016 – 2017
  - ~ Elected to Student Government Medical Service Fee Advisory Board, 2016 – 2017
- Elected Member, Student SU College of Business Leadership Council (Re-elected) 2018 – 2019
- Elected Member, Greek Council for Christ 2017 – 2018
- Member, Kappa Sigma Fraternity 2016 – Present
  - ~ Chaplain 2016 – Present

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## EDUCATION

### *Bachelor of Science in Economics*

May 2015

Minor: Computer Science

Edinboro University of Pennsylvania, Edinboro, PA

GPA: 3.8/4.0

Internship: Ernst &amp; Young, New York, NY

Spring 2015

- Facilitated processes to completion by following up on requests from Quality & Risk Management (Q&RM) Consultants assisted client teams
- Operated within firm and regulators' independence rules and policies.
- Performed initial review of submissions from client teams and evaluated completeness, accuracy and appropriateness of proposed transaction/requests.
- Assisted client teams with obtaining background materials required to initiate Business Relationship Evaluation Tracking (BRET), Public Company Independence Process (PCIP) or other Q&RM processes
- Acted as a liaison between the client teams, other members of the Q&RM team, and various functional areas within the firm (i.e. Center for Business Knowledge, Finance, Strategic Sourcing)

### *Associate of Science in Computer Information Systems*

Community College of Allegheny County, Pittsburgh, PA, May 2011

#### Relevant Courses:

*Economics:* Money and Banking, The Financial System, Wages and the Labor Market, and Econometrics

*Accounting:* Financial Reporting I & II

*Computer Science:* Database Management Systems, Introduction to Programming: Java, Web Development, and Office Productivity Applications

Attended seminars at the Wharton School, University of Pennsylvania, Philadelphia, PA and Columbia University, New York, NY.

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## WORK EXPERIENCE

### *Sales Representative*, May 2015 - Current

Fancy Food Stores, Incorporated, Melrose Park, IL

- Sell to wholesalers and chain stores in the Midwest. Opened many new accounts that previous sales representatives could not open.

### *Clerk*, August 2013 - May 2015

CVS Pharmacy, Edinboro, PA

- Provided excellent customer service to everyone who came to the store. Gave correct change and maintained a balanced cash drawer.

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## PROFESSIONAL MEMBERSHIPS

American Marketing Association  
 Bigtown Chapter of American Red Cross  
 Alpha Kappa Psi Fraternity  
 Professional Accounting Society of America  
 American Management Association  
 World Economics Association  
 Upsilon Pi Epsilon Honor Society  
 Department Award: Outstanding Senior