Student Name

name@email.com | 123.456.7890 | City, ST | www.linkedin.com/in/wgustudent

**PROFESSIONAL PROFILE**

Flexible accountant who adapts seamlessly to evolving accounting processes and technology. Adept at budget forecasting, financial reporting, and auditing. Skilled in building relationships with a commitment to service.

**EDUCATION**

**Bachelor of Science: Accounting -** *Western Governors University* | Salt Lake City, UT December 2020

Capstone Project: Company XYZ Financials, Principles of Financial Accounting

* Prepared 12 monthly financial reports for a mock corporation utilizing Excel and QuickBooks
* Analyzed over 15 summary reports for use in monthly management meetings and annual report
* Collaborated on a team of 5 presenting the financials during a mock advisory board session
* Researched the top 5 product competitors, establishing a baseline cost analysis and ROI product summary

**ACCOUNTING EXPERIENCE**

**Bookkeeper -** *Acme Solutions, Inc*. | Salt Lake City, UT May 2017 – Present

* Assist CFD with designing and automating the company’s accounting, financial reporting, cash management, banking and leasing systems, increasing efficiency by 40% and resulted in saving of $25K
* Create accounting systems and procedures to support the company’s nationwide expansion
* Produce a 200-page accounting procedures manual, which streamlined internal processes
* Manage 60 vendor accounts payable and receivables ensuring accurate and timely fiscal processing

**Accounting Intern -** *State Auditor’s Office* | Salt Lake City, UT Jan. 2017 – April 2017

* Provided audit support for state and city statutory audits using calculations from supporting documents
* Input up to 200 invoices per day into Oracle Database for payment with 100% accuracy and detail
* Generated over 100 statements from vendors; followed up via email and phone on undocumented invoices to ensure most accurate results; input all data into Excel spreadsheets

**Volunteer Income Tax Assistance (VITA) -** *Internal Revenue Service (IRS*) | Ogden, UT Jan. 2015 – April 2015

* Analyzed W-2 forms and other pertinent tax documents to prepare accurate and timely tax returns for over 50 low-to-moderate income families with a combined annual adjusted gross income of $50K
* Completed in-depth training on tax code and financial counseling communication skills
* Performed exemplary work resulting in being awarded “Volunteer of the Month” by the site supervisor

**ADDITIONAL EXPERIENCE**

**Sales Associate -** *Ross Department Stores* | Salt Lake City, UT Sept. 2014 – Jan. 2015

* Reconciled and managed 5 cash drawers each shift, totaling $10K in daily credit and cash transactions
* Maintained upwards of 1000 pieces of store inventory; decreased inventory loss and damages by 10%
* Trained 30+ employees, educating them on accounting policies, sales, products, and customer service
* Designed and implemented a store operations SOP resulting in a universal method amongst all employees

**Cashier -** *Target Corporation* |Salt Lake City, UT Feb. 2014 – Sept. 2014

* Managed shift cash drawer and till with over $45K in daily sales during peak holiday season
* Processed 400+ customer purchases per shift, providing excellent customer service in a high volume, fast paced environment; strong knowledge of the sales software DataTrack

**ACCOUNTING SOFTWARE QUALIFICATIONS**

* Oracle and SAP Databases; QuickBooks; ZipBooks; SAGE Pro; Microsoft Dynamic; MS Office 365: Excel, Word, Access, PowerPoint, Outlook