

Jane Doe

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Objective:

Seeking an audit internship with XYZ for Spring 2018 in DFW area

Education:

University of North Texas, Denton, TX

Bachelor/Master of Science in Accounting

- ACCT GPA: 3.5, Overall GPA: 3.3
- Concentration in Audit
- CPA Eligible May 2020

MS Expected Graduation: May 2020
BS Expected Graduation: December 2018

Employment:

Tutor, UNT Accounting Lab, Denton, TX

June 2014-Present

- Tutored students on a walk-in basis for a total of 10 hours per week

Intern, XYZ, LLC, Dallas, TX

January 2016-May 2017

- Prepared tax returns and researched tax issues for individuals, S corps, and partnerships
- Applied audit procedures to test selected balance sheet and income statement accounts
- Reviewed documentation and tested internal controls

Student Assistant, UNT College of Arts and Sciences, Denton, TX

January 2014-Dec 2015

- Prepared daily deposits and reconciled asset accounts
- Prepared and recorded daily entries on purchases
- Analyzed expense accounts for potential problems

Activities:

Student Director, UNT Professional Leadership Program

January 2016-Present

- Lead a group of 10 members
- Planned weekly meetings to provide beneficial professional knowledge to members
- Organized 6 volunteer events annually

Vice President, UNT Beta Alpha Psi

September 2016-Present

- Recruit companies/firms to host and present at weekly meetings
- Coordinate weekly meetings for 80+ student members
- Plan community service events to record 1200+ service hours for the chapter each year

Additional:

- MOS Excel Expert
- United Way Volunteer, 200+hrs.
- UNT Emerald Eagle Scholar
- UNT Freshman Orientation Leader

March 2018
January 2014-Present
February 2014-Present
Summers 2014 & 2015