**Nita Job**

Denton, Texas 75092

(123) 456-7891

NitaJob@my.unt.edu

www.linkedin.com/nitajob

**Objective:**

Seeking an internship for Summer 2024 with a focus in financial accounting at Texas Instruments.

**Education:**

**Bachelor of Business Administration**  **Expected Graduation: May 2026**

Major: Accounting ACCT GPA: 4.0, Overall GPA: 3.8

University of North Texas (UNT) Denton, Texas

* Recognized: President’s List, Fall 2022; Dean’s List, Spring 2022

**Associate of Science** **Graduated:** **May 2022**

Major: Business Administration GPA: 3.8

Grayson County College Denison, Texas

**Employment:**

**XYZ Company**  **January 2020-Present**

Administrative Assistant and Collector Frisco, Texas

* Support the preparation of financial reports of monthly sales by analyzing 500 customer accounts in Excel and summarizing through digestible tables, charts, and slides.
* Review, reconcile, and send over 300 monthly and quarterly invoices to 25 clients and follow up to ensure timely payment and recording and recognition of cash-based revenue.
* Provide customer service through efficient response and outreach to customer inquiries with 10-20 customer calls per day and following up within a 24-hour turnaround time.

**Grayson County College** **August 2020-May 2022**

Student Tutor-Accounting Denison, Texas

* Tutored 15 students per shift on a walk-in basis for 10 hours per week related to financial accounting by asking questions to help guide students to understanding the concepts.
* Developed study plans and specialized tutoring to improve study habits by building relationships, understanding strengths and areas for improvement, and jointly setting goals.

**Extracurricular Involvement:**

**Volunteer Income Tax Assistance (VITA)**  **January 2024-Present**

Tax Preparer, Translator Denton, Texas

* Prepare between five and ten federal tax returns for low-income households for 12 hours per week by gathering relevant documents and holding meetings as needed.
* Translate for Spanish and French speakers to promote an inclusive, supportive environment.

**National Association of Black Accountants, UNT**  **January 2022-Present**

President Denton, Texas

* Manage weekly professional or community service events such as guest speakers through idea consolidation, organizational outreach, logistics coordination, and member communication.

**Additional:**

* United Way Volunteer, 200+ hrs. January 2019-Present
* MOS Excel Expert Certified Fall 2022
* Bilingual: Fluent in Spanish, Conversational in French