

**Accounting Student**  
**123 4<sup>th</sup> Avenue · Salt Lake City · Utah · 84103 · 801-555-4444**  
**accountingstudent@hotmail.com**

---

**EDUCATION**

University of Utah, David Eccles School of Business

Salt Lake City, Utah

**Bachelor of Science in Accounting**

Graduation: December 2009

- Enrolling Masters of Accounting Program, August 2010
  - Overall GPA 3.3, Business GPA 3.4
- 

**EMPLOYMENT HISTORY**

ABC Public Accounting Firm

Salt Lake City, Utah

**Audit Intern**

December 2008 to Current

- Analyzed financial statements for 5 companies, reported potential audit issues or discrepancies to department. Created in-depth reports for each analysis detailing compliance concerns and future strategies.
- Worked with mentors to ensure complete understanding of and compliance with the Sarbanes Oxley Act.
- Developed and maintained professional client relations through numerous client interactions. Facilitated 5 company engagements which further developed my dedication to providing exceptional client services.

ACME Corporation

Salt Lake City, Utah

**Accounts Payable Manager**

July 2007 to November 2008

- Supervised efforts of Account Payable department, including the management of a staff of 3. Reorganized department training model and instituted employee retention program which decreased department turnover by 50% in 1 year.
- Spearheaded the handling of escalation issues, ensuring that a positive outcome was achieved, while maintaining company policies and procedures.

**Accounts Payable Clerk**

May 2006 – July 2007

- Implemented a new software program which substantially increased department productivity while reducing errors by 15%.
  - Ensured customers felt valued by delivering excellent customer service on a consistent basis.
- 

**LEADERSHIP EXPERIENCE**

Beta Alpha Psi, University of Utah Chapter

Salt Lake City, Utah

**Member**

September 2009 – Present

- Participated in the Volunteer Income Tax Assistance program, benefiting low income individuals, for the 2008 tax season.
- Provided weekly tutoring session for students needing assistance with accounting courses.

Volunteer Service Organization

Hamburg, Germany

**Volunteer Representative**

July 2003 to August 2005

- Trained 3 new volunteer representatives in language, culture, and public relations approaches.
- Prepared and delivered weekly discussion groups on topics such as: organizational goals, team building, presentation styles, motivational techniques, and managing cultural differences.
- Introduced new recruitment strategies resulting in an 80% increase in recruits from previous year.