

FIRSTNAME LASTNAME

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Summary of Accounting Skills

- Proficient in QuickBooks, DATATRAK, Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Strong collaborative leadership skills and teamwork experience through 4 years of coursework
- Keen attention to detail from 3+ years of office experience and BAP National Reporting Officer role

Education

Bachelor of Arts in Business Administration – Accounting

Expected June 2021

University of Washington Bothell

- CPA Eligibility December 2021
- GPA 3.67

Project: Acme Corp Financials, Principles of Financial Accounting

Spring 2020

- Prepared monthly financial reports and year-end report for mock corporation, using QuickBooks
- Ran summary reports for use in monthly management meetings and annual report
- Presented year-end report to cohort to provide overview of corporate financial position, operating results, cash flows, and financial strength

Professional Accounting Experience

Front Desk Assistant, Gold's Gym

April 2018 – Present

- Compile and maintain over 100 client records daily using DATATRAK software
- Train 11 managers and colleagues in the use of technology, encouraging efficient operations
- Designed and implemented closing procedures resulting in a standard policy among employees

Accounting Intern, Audit Northwest

June – September 2019

- Provided audit support for branch statutory audits using calculations from supporting documents
- Input up to 200 invoices/day into Oracle Database for payment with meticulous attention to detail
- Generated over 100 statements from vendors; followed up via e-mail and phone calls on undocumented invoices to ensure most accurate results

Leadership and Community Service

National Reporting Officer, Beta Alpha Psi

September 2019 – May 2020

- Established new chapter of Beta Alpha Psi; researched requirements, created bylaws, set up biweekly meetings, and created welcome packets for potential student recruits
- Collaborated with Relay for Life, collected and calculated donations, provided friendly customer service to those checking in; coordinated operational activities of 13 volunteers
- Coordinated logistics, set up, check in, and managed event flow for approximately 50 students and faculty for the UW Bothell Accounting Program Kick-off

Volunteer Income Tax Assistance (VITA), Internal Revenue Service

March – May 2018

- Analyzed W-2 forms and other pertinent tax documents to prepare accurate and timely income tax returns for over 30 low-to-moderate income families
- Completed in-depth training on tax code and financial counseling communication skills
- Performed exemplary work resulting in being awarded “Volunteer of the Month” by site supervisor