

Sample Student

Palatine, IL 60067

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Accounting Internship

Education

Harper College, Palatine, IL

Pursuing Associate in Applied Science, Accounting

Expected May 20xx

Kappa Beta Delta

G.P.A. 3.85/4.0

Relevant Coursework and Project

Managerial Accounting

Payroll Accounting

Macroeconomics

Microeconomics

QuickBooks I and II

Business Law

Individual Tax Accounting

Cost Accounting

Financial Accounting

Project: "Financial Analysis of XYZ Company" – Researched profitability of the company and made investment recommendations based on analysis of financial statements.

Skills

Microsoft Office: Word, Excel, PowerPoint and Access

QuickBooks

Fluent in English and Spanish

Experience

Assistant Cashier

June 20xx to Present

ABC Chrysler, Jeep and Dodge Ram, Palatine, IL

- Calculate customers' bills using the dealership's computer system and strong knowledge of accounting principles
- Receive cash, checks and credit card payments from customers and record on repair and counter ticket efficiently and accurately to ensure customer loyalty
- Record totals of customer tickets and repair orders, sales deposits and balance with cash, check and credit card payments at end of shift
- Verify parts and services invoices to batch posting report and take responsibility to report inventory to team leader
- Answer phones promptly and direct customers to proper department using strong customer service skills

Activities

Harper College, Palatine, IL

Accounting Club – President / Treasurer

August 20xx to Present

Environmental Club – Treasurer

March 20xx to Present

- Use leadership skills to create relevant club programs and mentor new club members
- Create annual budgets and present to advisors and Deans using analytical problem-solving skills
- Participate on college-wide team to plan methods to motivate students to engage in activities offered on campus

Palatine Senior Center, Palatine, IL

Volunteer Tax Preparer

January 20xx to Present

- Build strong rapport with seniors to facilitate preparation of tax returns
- Actively listen and communicate with seniors to provide support discussing financial concerns