

Conrad L. Fisher

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Objective

To obtain an internship position in the field of **Accounting**

Education

Harper College, Palatine, IL Expected May 20xx
 Pursuing Associate in Applied Science: Accounting Associate Degree
 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 the profitability of the company, the asset management of the firm, its short and long term position and made recommendations based on the analysis of financial statements

Skills

Microsoft Office: Word, Excel, PowerPoint and Access
 QuickBooks
 Fluent in Spanish and English

Experience

IKEA, Schaumburg, IL 20xx to Present

Cashier Assistant Manager/Sales Associate

- Provide visitors with a positive shopping experience by meeting or exceeding all customer service standards
- Ensure that returns and exchanges completed accurately and in timely manner by staff and procedures completed to maintain correct stock levels
- Follow all cashier balancing policies and procedures
- Communicate to managers customer service issues that are not resolved

Activities

Harper College, Palatine, IL 20xx to Present
 Accounting Club – President / Treasurer 20xx to Present
 Environmental Club – Treasurer 20xx to Present

Palatine Senior Center, Palatine, IL 20xx to Present
 Volunteer Tax Preparer