

Conrad L. Fisher

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Objective

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

Education

Harper College, Palatine, IL
 Pursuing Associate in Applied Science: Accounting Associate Degree 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 the profitability of the company and made investment 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 returns and exchanges are completed accurately and in timely manner by staff
- Follow all cashier balancing policies and procedures
- Communicate customer service issues that are not resolved to manager

Activities

Harper College, Palatine, IL	
Accounting Club – President / Treasurer	20xx to Present
Environmental Club – Treasurer	20xx to Present
Palatine Senior Center, Palatine, IL	20xx to Present
Volunteer Tax Preparer	