

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 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

Assistant Cashier 20xx to Present
 ABC Chrysler, Jeep and Dodge Ram, Palatine, IL

- Calculate customers’ bills using the dealership’s computer system
- Receive cash, checks and credit card payments from customers and record on repair and counter ticket
- 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
- Answer phones promptly and direct customers to proper department using strong customer service skills

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