

Accounting Example

First Name Last Name

City/state/zip | mobile number | email | LinkedIn URL

EDUCATION

Bachelor of Science in Business Administration, Accounting
University of Nevada, Las Vegas

Expected: May 2020
Las Vegas, Nevada

- GPA: 3.8
- Dean's List: Fall 2018 – Spring 2020
- UNLV Honors College

CPA Eligible: month/year

Accepted into Master of Accounting Program; Fall 2020

RELEVANT EXPERIENCE

Tax Intern

June 2020 – August 2020

PricewaterhouseCoopers

Las Vegas, Nevada

- Collected, processed and reconciled expense reports using QuickBooks
- Gathered client data and prepared tax returns for over 100 local and national clients
- Researched tax issues for clients under supervision of senior accountant

Audit Intern

January 2019 – May 2020

Deloitte

Las Vegas, Nevada

- Assisted with planning, organizing and conducting audits
- Audited for compliance with regulations, policies and applicable state and federal laws
- Collaborated with audit engagement teams to ensure proper performance of audit programs
- Wrote audit reports and shared findings and recommendations with audit clients

ADDITIONAL EXPERIENCE

Bookseller

August 2019 – December 2019

UNLV Bookstore

Las Vegas, Nevada

- Aided students with locating books and other merchandise
- Oversaw internet order fulfillment
- Received and verified income freight shipments

ACTIVITIES

Member

January 2018 – Current

Beta Alpha Psi, Theta Omicron Chapter

Las Vegas, Nevada

- Tutor undergraduate accounting students twice a week
- Attend presentations from various accounting professionals in the Las Vegas area

SKILLS

- Proficient: Intuit Lacerte Tax Software, QuickBooks, IBM Notes, and CCH ProSystem
- Bilingual: English and Spanish