

John Smith

(555) 555-555 • johnsmith@email.com

Summary

Seeking to secure a challenging accounting position with a reputable organization toward the goal of expanding upon and developing existing knowledge, skills, and practical experience.

Practical Experience

Nagel & Padilla, LLC – Ashland, OR

02/2020 – 04/2020

Certified Public Accountants and Business Advisors offering QuickBooks, tax, business and individuals services

Intern

- Trained and mentored by Certified Public Accountant (CPA), in turn gained exposure, skill-set, and understanding of reviewing, verifying, organizing and obtaining missing documentation for personal tax returns in order to ensure accurate/efficient processing
- Under supervision of CPA, computed and completed personal tax returns utilizing Intuit Lacerte and manually sourcing documents

HMW CPA's & Associates – North Bend, OR

07/2018 – 09/2018

Premier accounting firm offering bookkeeping, consulting, financial statements, payroll, tax, and QuickBooks services

Intern

- Working directly under Partner and Office Manager, taught and mentored on reconciliation process and use of tax preparation software (Intuit Lacerte)

Education/Certifications

- Bachelors Business Administration (BBA/BS) with Major/Concentration: Management Accounting and Accounting Information Systems, Certificate in Applied Finance and Economics (CAFE), Certificate in Accounting Information Systems (CBIS), Microsoft Office Specialist (MOS) Certified / GPA 3.90
Awards/Honors: Summa Cum Laude, Applied Finance and Economics Outstanding Achievement Award, Churchill Scholarship Recipient 2021, President's and Provost's List 2018 - 2021
Southern Oregon University (SOU) – Ashland, OR / 2021
- Associate of Science (AS), Associate of Arts (AA), Associate of General Studies (AGS) / GPA 3.75
Awards/Honors: Tuition waiver scholarship recipient 2016, 2017
Southwestern Oregon Community College (SOCC) – Coos Bay, OR / 2018

Community Volunteering

- St. Mary's Episcopal Church – Shady Cove, OR 01/2021 - 07/2021
Assisted with process of distributing nutritious meals to community
- Boys & Girls Club – Coos Bay, OR 06/2016 - 09/2016
Assisted with tennis center facility's opening procedures, maintenance, and coaching children

Competencies/Transferable Skills

- Excellent computer/technology skills with proficiency including but not limited to: ArcGIS, Banner FIS, Google Maps, structured query language (SQL) coding, Intuit Lacerte, Microsoft Power BI, MySQL, QuickBooks, Stata, Tableau, Microsoft Office (certified Access and Excel - hardcode/softcode formulas, Vlookups and If statements/nested If statements) proficient with Word and PowerPoint; navigate the internet and social media platforms; capacity to quickly learn new applications
- Strong analytical skills with excellent understanding of generally accepted accounting principles
- Highly organized/detail-oriented; demonstrated ability to correctly prioritize responsibilities and successfully multi-task, meeting deadlines with urgency, efficiency, and accuracy
- Positive, approachable, clear, and consistent communication style; warm and engaging interpersonal skills; ability to work independently and as a valued team member offering contributions supportive of a cohesive environment; known for dependability, resilience, dedication, and very strong work ethic
- Industrious, consistent, and thorough; quick and pro-active learner, seeking skills and tools to support doing the job well; ability to quickly adapt to new routines and requirements