

JOHN DOE

San Jose, CA | (408)123-4567 | john.doe@gmail.com | linkedin.com/in/johndoe

OBJECTIVE

Seeking a summer internship with a public accounting firm

EDUCATION

B.S. in Business Administration, Concentration in Accounting

Graduation Date: Spring 20XX

San Jose State University, San Jose, CA – GPA: 3.5

Relevant Coursework: Financial Accounting, Intermediate Accounting I, Intermediate Accounting II, Accounting Information Systems, Forensic Accounting, Advanced Accounting, Managerial Accounting, Financial Auditing

PROJECTS

Accounting Information Systems Manual Project, SJSU

Fall 20XX

- Analyzed and manually recorded customer and employee transactions
- Adjusted year-end worksheet trial balance and audited sales commissions
- Performed bank reconciliation and recorded invoices and bills from customer
- Converted the entire manual project on Peachtree software
- Strengthened confidence in ability to successfully complete month-end closing and reporting

Twitter Financials Project, SJSU

Spring 20XX

- Led team of five to complete SWOT report of Twitter financial statements
- Evaluated and analyzed aspects such as MD&A, operating profit, and the audit report
- Developed strategies concentrated on expansion to new markets, resulting in revenue growth for Twitter
- Received 100% on the project and presented report to 30+ peers, receiving positive comments on analysis

EXPERIENCE

Student Assistant, SJSU College of Business Student Success Center, San Jose, CA

8/20XX – Present

- Counsel and advise diverse population of business students on academic progress
- Update detailed curriculum sheets and review degree audit reports
- Assist in the development of a four-year plan for freshman to support student success

Accounting Intern, Accounting Experts, San Jose, CA

5/20XX – 8/20XX

- Managed company's records and books by organizing confidential documents and processing account payables, receivables, and payrolls through QuickBooks
- Assisted with processing of approximately \$89,000 in accounts receivables per month.
- Prepared daily, weekly and monthly status reports and charts for director using Excel
- Trained 12 new employees in resources and policies to enable successful transition to position

IRS Income Tax Preparation Volunteer, VITA, Oakland, CA

12/20XX – 4/20XX

- Assisted over 20 elderly, Farsi-speaking clients in completing annual tax returns
- Received high marks from clients and was invited to return the following tax season

SKILLS

Technical: MS Excel, QuickBooks, Peachtree

Languages: Fluent in English and Farsi