

ACCOUNTING RESUME *example*

CALLINDA SMITH

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(317) 123-4567

www.linkedin.com/CallProfile/

EDUCATION

Indiana University, Kelley School of Business, Bloomington, IN

Bachelor of Science in Business (150 credit-hours completed upon graduation)

May 2022

Major: Accounting, Minor: Spanish

Accounting Coursework GPA 4.00/4.00

Overall GPA 3.96/4.00

Academic Honors:

- Kelley School of Business Honors Program – faculty-selected as one of 150 students from the class of 2020 based on academic excellence and community involvement
- Hutton Honors College – exhibited high standardized test scores and exceptional academic performance
- Graco Foundation Scholarship, Hutton Honors Scholarship, Faculty Award Scholarship

WORK EXPERIENCE

B-Town Tutors, LLC, Bloomington, IN

December 2018–Present

Tutor

- Tutored students in introductory accounting and technology classes and helped create study strategies to achieve goals
- Communicated effectively with clients and colleagues to organize sessions and maintain good relationships

Land O'Lakes, Inc., Shoreview, MN

May 2021–August 2021

Accounting Intern

- Assessed compliance to Sarbanes-Oxley by testing internal controls for 130 branch locations and at the corporate level to determine where remediation was necessary
- Utilized Microsoft Excel and JD Edwards system to make daily, month-end, and quarter-end journal entries totaling over \$30 million
- Compiled daily transactions from a six month period to reconcile the obsolete inventory reserve account
- Created standard operating procedures for processes to ensure consistency and accuracy in the future

Taher, Inc., Minnetonka, MN

Summers 2018–2020

Office Assistant

- Multi-tasked efficiently by answering and directing numerous phone calls to assist clients and supervisors and demonstrated superior communication, decision making and ability to prioritize
- Organized and performed inventories of the company's merchandise and office supplies to increase the accuracy and speed of intercompany orders
- Applied knowledge of Microsoft Access to ensure accuracy in the company's asset database

ACTIVITIES

Beta Alpha Psi Accounting Fraternity, Indiana University, Bloomington, IN

January 2020–Present

Member

- Attended weekly professional presentations regarding accounting careers and topics

Kelley School of Business, Indiana University, Bloomington, IN

August 2019–Present

Computers in Business Teaching Assistant

- Volunteered in the classroom as a tutor for the Computers in Business course at the Kelley School of Business
- Assisted students with Microsoft Access and Excel skills to improve in the course

Briscoe Government, Indiana University, Bloomington, IN

August 2019–December 2020

Governor Floor Historian

- Co-represented a floor of 50 college freshmen in a dorm-wide government of 20 students and collaborated to plan events and manage a budget of \$20,000 to provide residents with the best first-year experience
- Co-designed documentation of floor events to distribute to floor residents as a parting gift at the end of the year

2019 Deloitte Consulting Case Competition, Indiana University, Bloomington, IN

September 2019

Second Place Finisher

- Developed a solution within 48 hours to a proposed problem with a team of three others and presented to a panel of judges

ADDITIONAL SKILLS

Conversational Spanish | Graphic design

Accounting Keeping Resume Sample

Gyan Shankar



Accounting Keeping Resume Sample:

RESUME SAMPLES 60 for IT & Others Gyan Shankar,2024-07-24 This book contains sixty sample resumes for various IT and other job roles which are distinct for freshers and seniors This guidebook offers a new approach and a well marked path to the construction of an effective r sum in formats hiring managers prefer The opening chapter provides the different formats of resumes for freshers and seniors and explains each one and provides the information you need to ensure that you use the right format for your resume depending on your profile overall work history and the type of job you re seeking

Top Secret Resumes and Cover Letters: The Complete Career Guide for All Job Seekers, Updated Fourth Edition Steven Provenzano,2021-03-25 Newly revised and updated this is the industry standard for executives and professionals in all major industries and includes a free resume review by the author Steven Provenzano is President of ECS Executive Career Services and DTP Inc ECS is a team of certified experts specializing in career marketing at all income levels Mr Provenzano is the author of ten highly successful career books including Top Secret Resumes Cover Letters 4th Ed the Complete Career Marketing guide for all job seekers He is a CPRW Certified Professional Resume Writer a CEIP Certified Employment Interview Professional and has written or edited more than 5000 resumes for staff managers and executives at all income levels during his 20 years in career marketing and corporate recruiting His team is so highly regarded they were selected to write more than 1500 resumes for all of SAP America s domestic consultants Steven has appeared numerous times on CNBC CNN WGN NBC ABC in Chicago in the Wall Street Journal Chicago Tribune Crain s the Daily Herald and on numerous radio programs His work is endorsed by Chicago Tribune career columnist Lindsey Novak as well as top executives from the Fortune 500 including Motorola Coca Cola and other firms You may email your resume direct to the author for a free review to the email provided on the back cover

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comprehensive manual for mastering Canva's latest features and design tools Whether you're a beginner small business owner educator or creative professional this book empowers you to create stunning graphics presentations social media posts and more without any prior design experience With straightforward instructions helpful screenshots and practical tips you'll quickly learn how to navigate Canva's intuitive interface customize templates and bring your creative ideas to life Inside you'll discover How to set up your Canva account and explore the 2025 interface Step by step guides to creating professional quality designs for any purpose Tips for working with text images colors and layers Using Canva's collaboration features for team projects Time saving shortcuts and hidden tricks to boost your workflow Exporting sharing and publishing your designs easily Ways to use Canva for marketing education and personal projects Whether you want to design eye catching social media graphics marketing materials or educational resources Canva 2025 Guide For All makes design simple fun and accessible for everyone

Record Keeping, 1984 *The Career Change Resume* Kim Isaacs, Karen Hofferber, 2003 Written by the official resume advisers to Monster.com this is the ultimate guide to creating life changing resumes The Career Change Resume helps aspiring career changers reinvent themselves by showing them how to transform their resumes The book includes step by step instructions demonstrating how to craft resumes that open doors to new careers more than 150 sample resumes and cover letters valuable innovative career change tools and strategies and solutions to common problems plaguing career changers [The Resume Handbook](#) Arthur D Rosenberg, 2007-12 The latest edition of the popular Resume Handbook 5th edition is a straightforward approach to writing resumes designed for that purpose It contains 37 resumes each addressing a specific challenge and approach and organized according to the needs and objectives of different job seekers This handbook focuses on organization to immediately capture attention the basics what to include and what to leave out and accomplishments presents the job seeker as an achiever

The Complete Power BI Interview Guide Sandielly Ortega Polanco, Gogula Aryalingam, Abu Bakar Nisar Alvi, 2024-04-05 Build your career in data analytics with this ultimate guide to excelling as a Power BI professional Key Features Seize your dream job with expert guidance for interview preparation and valuable tips Navigate the hiring process confidently with a proven step by step approach Stand out from the competition by honing your technical skills and interview strategies Purchase of the print or Kindle book includes a free PDF eBook Book Description The Complete Power Interview Guide helps you excel in a Power BI interview secure desired roles and be ready with the knowledge and skills to ace your role from the first day Whether you're beginning your career journey or transitioning into a data analytics role this guide offers hands on skills and interview questions you need to succeed as a BI or data analyst This book also offers supplemental content for PowerBI certification exams like PL 300 The book will equip you with the knowledge and strategies to effectively navigate the competitive job market From creating an outstanding online professional profile to optimizing your resume and building a compelling work portfolio you'll learn how to establish a strong personal brand The essentials of Power BI including data preparation data

modeling DAX programming expert report development and impactful storytelling are covered in depth through real world examples and valuable tips By the end of this book you ll have the confidence to interview for Power BI roles navigate technical assessments answer behavioral questions and tackle case studies You ll have gained applied knowledge and the competitive edge needed to succeed in the data analytics job market and stay ahead of industry trends for career advancement What you will learn Elevate your profile presentation with standout techniques Navigate the Power BI job market strategically for job hunting success Cultivate essential soft skills for career growth Explore the complete analytics development cycle in Power BI Master key Power BI development concepts in core areas with carefully crafted hands on demonstrations case studies and interview questions Gain insights into HR interviews salary negotiations and onboarding procedures Who this book is for This book is for data enthusiasts and professionals aspiring to secure interviews for roles such as data analyst business intelligence analyst or developer and Power BI related positions Whether you re new to the field or an experienced practitioner this book provides valuable insights and strategies to enhance your Power BI skills and succeed in the hiring process Basic knowledge of Power BI and data analytics coupled with a drive to create impactful Power BI solutions with precise data insights will help you make the most of this book *Motivated Resumes & LinkedIn Profiles*
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