

ACCOUNTING RESUME *example*

CALLINDA SMITH

csmith@iu.edu

(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 And Bookkeeping Resume

Huangqi Zhang



Accounting And Bookkeeping Resume:

Vault Guide to Resumes, Cover Letters & Interviews Howard Leifman, Marcy Lerner, Vault (Firm), 2003 From writing top notch resumes and sending tailored cover letters to going on winning interviews this best selling Vault guide is a comprehensive one volume job search source **The Complete Book of Resumes** Karen Schaffer, 2005-11-01 Crafting the perfect resume is the first step for job seekers And these days employers have tons of different filters to weed out candidates and narrow their hiring pool The Complete Book of Resumes is packed full of information on crafting a resumes and the kind of structure and language that will get an employer s immediate attention as well as tons of samples for readers to use as a guideline for success The Complete Book of Resumes includes information on How to begin if you re starting from scratch The profile or the most important part of your resume Work experience or What have I been doing all these years Punching it up how to make a good resume great The career transition resume chapter for brave souls You re just starting out Big leaps positioning yourself for jobs above your current level Including more than 300 resumes The Complete Book of Resumes is perfect for recent graduates or seasoned candidates with years of experience **The Ferguson Guide to Resumes and Job Hunting Skills** Maurene J. Hinds, 2005 Presents a guide to preparing a r sum and conducting a job search including information on looking beyond classified ads creating a r sum writing cover letters and interviewing for positions

Accounting John Kent, 2021-03-05 Master the fundamental principles of accounting and eliminate the guesswork out of tracking and understanding your finances with this comprehensive accounting guide Have you tried countless times to grasp the essence of accounting and get it to work for you but failed Are you overwhelmed by the complexity of accounting and are looking for a way to get up to speed quickly but have no idea where to begin If your answer is yes to any of the above questions then you re not alone Many people shy away from accounting and doing the books because of how tedious and confusing it can be But it doesn t have to be that way In this definitive guide designed for beginners and experts alike John Kent demystifies the practice of accounting and hands you all the information you need to shorten your learning curve and master the core principles of accounting in a way that can help you apply them to your business right away Among the pages of this book you re going to learn Everything you need to know about financial and managerial accounting to help you get started The core basics and fundamentals of accounting explained in simple English from the accounting equation to assets liabilities and equity The subtle but important differences between financial and managerial accounting The 5 time tested and proven accounting principles used by the biggest and most successful companies on the planet A concise introduction to the Generally Accepted Accounting Principles GAAP and the International Financial Reporting Standards IFRS How to keep accurate records of all transactions using a general ledger and master the trial balance and tons more Whether you re completely clueless when it comes to dealing with numbers figures and other financial jargon this guide is designed to get you up to speed with modern accounting practices and is suitable for students entrepreneurs corporate employees and

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Because in today s competitive job market you need every edge you can find The founder of the Just Resumes writing service and author of several popular resume books Kim Marino now offers practicing and prospective accountants and financial professionals a practical highly targeted guide to writing winning resumes Whether you re an executive making a lateral move or returning to the work force or a college graduate just entering the accounting industry this surefire handbook provides you with step by step guidance and savvy advice on how to create a professionally designed resume that puts your education experience and accomplishments in the best possible light and helps you reach your job objective Best Resumes for

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