

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

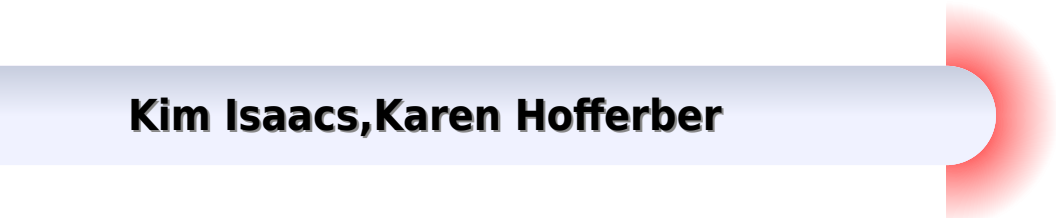
- Developed a solution within 48 hours to a proposed problem with a team of three others and presented to a panel of judges

ADDITIONAL SKILLS

Conversational Spanish | Graphic design

Accounting Bookkeeping Resume Sample

Kim Isaacs, Karen Hofferber



Accounting Bookkeeping Resume Sample:

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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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

No-nonsense Resumes Wendy S. Enelow, Arnold G. Boldt, 2006-01-01 A no nonsense guide to creating an effective resume covers such topics as preparing a professional resume presentation using attention grabbing keywords and using electronic resume submission tools

The Resume Catalog Yana

Parker,1988 With over 180 000 copies in print this is the resume resource for job seekers by Yana Parker widely known and loved author of the best selling DAMN GOOD RESUME GUIDE over 500 000 copies in print Sample resumes ready to be adapted and or used for inspiration cover all levels of experience and an extraordinarily wide range of careers from the specific biofeedback specialist gas chromatography to the general fast food cashier masseur Thoroughly indexed and cross referenced this is an easily used dependable resource for anyone who needs to get that resume to the top of the pile and get the job of their dreams **The National Public Accountant** ,1965 **Why and how to Prepare an Effective Job Resume** Juvenal Londoño Angel,1972 **The Resume.Com Guide to Writing Unbeatable Resumes** Warren Simons,Rose Curtis,2003-08-22 The nation s 1 online resume service offers its exclusive advice on how to craft a winning resume The Resume com Guide to Writing Unbeatable Resumes draws upon the author s considerable expertise as well as the vast Resume com database to arm job seekers with Sample resumes for every profession and job category at every level from entrylevel to executive A comprehensive database of keywords arranged by industry Electronic job hunting advice and strategies with tips on how to make any resume stand out online A detailed Before After resume trouble shooting worksheet Job seekers will also find an exciting added value with this essential text With the purchase of this book they ll be able to receive a free resume consultation with one of Resume com s career consultants **The Damn Good Resume Guide** Yana Parker,1996 Guides the reader through the process of creating a successful resume *Writing Effective Resumes* Jeffry Richard McCabe,McCabe,1993

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web as examples this is called giving a verbatim example in all cases you must use the theory from the unit you are studying as the basis of your discussion and analysis of the counsellor s skills each assignment has unique requirements so always check the assignment instructions and marking criteria structure

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web the analysis of a counselling session requires you to analyse and evaluate a counsellor s skills based on a video of his or her work it often focuses on the impact of the counsellor s counselling skills on the client an evaluation of the counselling skills or modality used and suggestions for improvements if appropriate

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web examples of verbatim text in an assignment example 1 remember you generally need to include not only verbatim text but also references from academic sources body language is an effective micro skill that counsellors use to make their clients feel safe and comfortable the use of body language from the counsellor in the video example helped

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web after the session was complete the client said it has been really helpful to talk to you today the client then left quietly and calmly this is similar to a direct quote for example the author stated being a counsellor is a vocation and not just a job jones 2017 p 20 verbatim script

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web group reflection on the conversation in verbatim form helps us to continue to gain insight into the nature and experience of spiritual direction to gaze contemplatively into the well of a direction experience 1 the verbatim is another invitation to listen we listen the first time during the spiritual direction session

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web session no session outline 1 2 establish rapport elicit expectations about therapy explain therapy structure explain roles of therapist and client set goals for therapy explain rationale for cognitive therapy demonstrate cognitive therapy technique applied to a problem elicit reaction to session

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