

First Name Last Name

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Objective

To attain a (internship or full-time) position in the (audit/tax/risk advisory) department of a public accounting firm in the San Francisco Bay Area. Available for (employment/internship) beginning (date).

Education

Saint Mary's College of California, Moraga CA

GPA: 3.88

Bachelor of Science in Accounting

May 2023

150 Credit Ready - eligible to take CPA exam in May 2024

Relevant Coursework

Corporate Financial Reporting, Business Law, Business Statistics, Business Ethics, Public Speaking, Managing and Leading in Organizations, Strategic Management, Systems 9

Experience

Certified Volunteer Tax Preparer

Jan 2023 - Apr 2023

AARP Foundation Tax-Aide Program, Oakland, CA

- Prepared approximately 100 accurate tax returns, for low income and elderly clients.
- Reviewed and assembled all major tax documents such as W-2, 1040, 1098, 1099 to identify and select appropriate tax credits or deductions for the clients.

Accounting Intern

Oct 2022 - Jan 2022

Company, City, State

- Organized and reviewed various AP documents such as Freight/Supplier Invoices, Bills of Lading, Payment Remittance, Supplier ACH, and W-9 forms.
- Archived and input the accounting documents to the companies' online database.
- Reconciled and approved freight and supplier invoices to ensure no discrepancies occurred.

Cardiology and Fiscal Office - Student Assistant

Nov 2021 - Jun 2022

Company, City, State

- Assisted the Fiscal Office staff with account reconciliation to ensure the transactions were correctly recorded into the appropriate account.

Skills

Proficient in Microsoft Office Applications: Excel-PIVOT Tables, VLookup; Word, PowerPoint, Outlook. Statistical Programs: SAS, R, Minitab, QuickBooks, ProSystems

Activities/Leadership/Associations

Executive Member: SMC Accounting Association

Member: **Beta Alpha Psi**, the international honor society for accounting, students attending universities accredited by the Association to Advance Collegiate Schools of Business (AACSB)