**Student Name**

(555) 555-5555 [student@stetson.edu](mailto:student@stetson.edu) LinkedIn URL

EDUCATIONd

**Stetson University**,DeLand, FL

**Bachelor of Business Administration**  **GPA: 3.25** May 2023

Major: Accounting Minor: Finance

**Valencia College**,Orlando, FL

Associate in Arts, Accounting **GPA: 3.63** Dec 2021

PROFESSIONALEXPERIENCEd

Stetson University, Accounting Department, DeLand, FL

**Student Employee** Aug 2021 - Present

* Monitor departmental email and receive incoming calls/inquires utilizing professional communications skills
* Collect survey responses and compile data into topic-segregated spreadsheets for analysis and strategic planning

Stark Industries,Orlando, FL

**Accounting Intern**May 2019 - Aug 2019

* Developed internal productivity-improving system resulting in nationwide adoption within organization
* Analyzed return exception transactions which uncovered $467,000 of COGS reduction opportunities
* Generated a standardized report for increased visibility in the return exception COGS area
* Presented findings and reported to senior management; made recommendations for successful implementations

Valencia College, Business Office,Orlando, FL

**Student Assistant**Jan 2019 - May 2019

* Performed accounts receivable financial budget maintenance, including offsets, write-offs, and refunds
* Investigated and followed up on aged accounts receivable items to ensure full accountability of capital funds
* Entered deposit receipts and payments to open accounts receivable items utilizing PeopleSoft

CAMPUS & COMMUNITYINVOLVEMENTd

Beta Alpha Psi

**Pledge Chair**2021 - Present

* Recruit and establish a welcoming environment for incoming pledges through individual guidance and mentoring
* Organize pledge dinner to encourage networking between 7 new pledges and 23 current members
* Facilitate open communication with all pledges and document overall participation to ensure members meet national requirements for the semester

Volunteer Income Tax Assistance Program (VITA)

**Volunteer** Jan 2021 - April 2021

* Provided income tax preparations free of charge to members of the DeLand, FL community and surrounding areas

Women in STEMSept 2020 - Dec 2020

**Co-Founder/Treasurer**

* Created and registered organization strictly adhering to Valencia College student organization guidelines
* Established new organization bank account and effectively managed and balanced a growing budget of $2,400
* Developed business plan for fundraisers to sustain organization’s future initiatives

SKILLS d

Proficient in Excel, QuickBooks, and PeopleSoft