**Sally Stetson**

Street Name Unit #, City, State Zip code

(555) 555-5555 | sally@stetson.edu

EDUCATIONd

**Stetson University**,DeLand, FL

Bachelor of Business Administration, Major: Accounting May 2018

GPA: 3.25

**Valencia College**,Orlando, FL

Associate in Arts, Accounting December 2016

GPA: 3.63

PROFESSIONALEXPERIENCEd

**Stetson University, Accounting Department**,DeLand, FL

*Student Employee* January 2017 – 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 2017 – August 2017

* 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* January 2015 – December 2016

* 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** January 2017 – Present

*Pledge Chair (September 2017 – 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)** January 2017 – April 2017

*Volunteer*

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

**Women in STEM** September 2014 – December 2016

*Co-Founder/Treasurer (September 2014 – May 2015)*

* 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