

# Sally Stetson

Street Name Unit #, City, State Zip code  
(555) 555-5555 | sally@stetson.edu

## EDUCATION

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### Stetson University, DeLand, FL

Bachelor of Business Administration, Major: Accounting  
GPA: 3.25

May 2018

### Valencia College, Orlando, FL

Associate in Arts, Accounting  
GPA: 3.63

December 2016

## PROFESSIONAL EXPERIENCE

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### 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 & COMMUNITY INVOLVEMENT

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### 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

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Proficient in Excel, QuickBooks, and PeopleSoft