

Your Name

For Internships

Address, Address, City, State, Zip, Phone, Email

OBJECTIVE An Internship in the Accounting field

EDUCATION ST. JOHN FISHER COLLEGE, Rochester, NY
Bittner School of Business, AACSB accredited
Bachelor of Science, Accounting, May 2010 GPA: 3.41
150 hour compliance by May 2011

MONROE COMMUNITY COLLEGE, Rochester, NY
Associate of Science, Business Administration, May 2008 GPA: 3.86
Dean's List every semester

HONORS Leadership Conference Award winner, St. John Fisher, Fall 2008
Presidential Scholarship Award recipient, 2008-2010
Wegmans Scholarship Award recipient, 2006

EXPERIENCE PAETEC COMMUNICATIONS, Fairport, NY Fall 2009
Intern, Finance
• Prepared spreadsheets for telecommunications taxes
• Supplied necessary financial information for external audits using queries
• Reconciled expense reports to audit data from payables reports

WEGMANS FOOD MARKET, Rochester, NY June 2006 – Present
Office Assistant / Customer Service
• Offer focused customer service, handling concerns and inquiries in high end, popular food store while managing phones and exchanges
• Perform various office duties including creating schedules, running cash to cash registers and acting as liaison between management and cashiers
• Responsible for balancing front end cash drawer at end of shift

PENNY'S DEPARTMENT STORE, Rochester, NY October 2004 – June 2006
Merchandiser / Customer Assistant
• Assisted customers in all aspects of their shopping experience in large department store, providing in depth knowledge of merchandize
• Handled customer questions and concerns with tact and professionalism

COMPUTER Microsoft Office and some knowledge of Oracle and IMIS databases

ACTIVITIES Monroe Community College Student Life Committee, 2 years
Government Representative, 2 years
Coordinator of annual fundraising for charity event, Fall 2007
Accounting Club Member

Your Name

For full time positions

Street, City, State, Zip □ Phone □ email

EDUCATION

ST. JOHN FISHER COLLEGE, Rochester, New York

Bittner School of Business, AACSB accredited

Bachelor of Science in Accounting, May 2010

GPA 3.28

150 hour compliance by May 2011

Minor in Economics

AWARDS AND SCHOLARSHIPS

PWC Tax Challenge 2008 winner, President's Student Service Award 2007,

Bloomer Scholarship Award recipient

EMPLOYMENT

BIG COMPANY, Rochester, New York

April 2009 to present

Accounting Internship

- Create numerous reports used by Operations Management and the Vice President of Finance in determining where Company needs improvement
- Utilize ADP software to process payroll; review the bi-weekly payroll process.
- Assist in implementing Best Fixed Asset System, to ensure that accurate depreciation of fixed assets is recorded in the financial statements
- Collaborate weekly with site managers to discuss employment verification report
- Develop detailed job reports used in client billing; involved with internal audits of employee timesheets
- Handle Accounts Payable process, ensuring vendors are approved with proper signatures for invoices; assign invoices to correct General Ledger Account
- Responsible for the integrity of our sites job numbers and work done on those sites

COMPANY NAME, Somewhere, New York

Summers 2005, 2006

Customer Service Representative

- Managed change drawer and customer film drop offs and pick ups within main store
- Filled orders, served customers, handling concerns with tact and efficiency
- Worked flexible hours, filling for absent employees

COMPUTER SKILLS

Best Fixed Asset System, ADP payroll, Microsoft Word, Access, Excel

VOLUNTEER EXPERIENCE/ACTIVITIES

Name of Organization, Rochester, New York

- Consolidated several databases into one 'Events' database, to track donations and send out invoices more effectively

Accounting Club Vice President, 1 year, St. John Fisher Tennis Team player, 3 years

Your Name

Address ▪ City ▪ St. Zip ▪ Telephone # ▪ email

EDUCATION

St. John Fisher College, Rochester, NY
Bittner School of Business, AACSB accredited
Bachelor of Science, Accounting, May 2010 GPA 3.6
150 hour compliance by May 2011
Minor, Management

- PWC Tax Challenge Participant
- Scholarship information

Monroe Community College, Rochester, NY
Associate of Science, Accounting, May 2008 GPA 3.76
Dean's list all semesters

WORK EXPERIENCE

A Company, Rochester, NY Summer 2009
Sales Tax Intern

- Participated in and developed audit procedures for large retail operation
- Worked with team to improve and update sales tax plan as well as research sales- related tax issues
- Maintained accurate reports and updated manager on all accounting transactions

Name of company, Rochester, NY Dec 2008-Apr 2009
Tax Intern

- Accurately prepared individual income and federal state tax returns
- Gathered pertinent tax information; analyzed and organized documents for clients

Name of Company, Rochester, NY May 2007-Dec 2008
Payroll Tax Intern

- Developed more user friendly procedures for employees to file W-4 forms
- Instructed and trained other employees in following the more complicated procedures
- Initiated and designed team projects to promote the accuracy of the payroll tax system

Name of Company, Rochester, NY Summers 2005, 2006
Customer Service Representative

- Provided dedicated customer service in busy environment of high class food store
- Efficiently processed payments, deposits, checks, and other transactions at register
- Handled customer concerns professionally, seeking manager when appropriate

ACTIVITIES/AWARDS

Community Service Award, 2009
Treasurer of the Accounting Club, 1 year
Volunteer for Bethany House, 2 years
Coach for Little League, 3 year

COMPUTER

Microsoft Word, Excel, PowerPoint, Oracle, Pro-Systems, Pascal, and C++