

*(Sample design only. Please consult a counselor to create your best resume.)*

## Name in 18-20 Point

Address, Apartment, Houston, TX 77040 ▪ Phone Number ▪ [Email@na.edu](mailto:Email@na.edu)

### OBJECTIVE

Seeking a position as an accountant with Core Technologies utilizing knowledge of general accounting procedures in order to assist the office with its periodic accounting processes.

### SUMMARY OF QUALIFICATIONS

- Excellent communication and organizational skills to thrive in high volume environments
- Strong interpersonal and multitasking skills
- Knowledge of coordinating, monitoring and participating in monthly accounting procedures
- Strong know-how of organizing the preparation of periodic financial reports
- In-depth knowledge of preparing reconciliation of outstanding payments
- Well-versed in issuing purchase orders and managing verification procedures

### EDUCATION

Bachelor of Science in Business Administration (Accounting)  
North American University  
GPA: 3.5

May 2016

#### Relevant Coursework

- |  |                                    |
|--|------------------------------------|
| ✓ Personal Finance                     | ✓ Financial Analysis and Valuation |
| ✓ Financial Markets and Institutions   | ✓ Auditing                         |
| ✓ Fundamentals of Financial Accounting | ✓ Governmental Accounting          |
| ✓ Managerial Finance                   | ✓ Taxation                         |

### INTERNSHIP EXPERIENCE

#### Accounting Intern

Parker and Lynch – Houston, TX

May – August 2015

- Assisted in day by day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation
- Performed general office duties: filing, scanning, mail processing and data entry
- Provided support for the annual audit
- Assisted Accounting Manager with different projects
- Reconciled bank statements and ledger accounts
- Assisted with daily cash balancing
- Updated management reports

### TECHNICAL SKILLS

- Proficient in Microsoft Office (Excel, Word, PowerPoint and Outlook)
- In depth knowledge of automated accounting systems including ERP
- Excellent mathematical skills
- Capable of analyzing trends and variances

*(Fit resume into one page. Avoid typos. Proof thoroughly.)*