

# Arthur A. Accountant

Boca Raton, FL

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## EDUCATION

Bachelor of Business Administration in Accounting

Expected Graduation: August 20XX

Boca Raton, FL

- Overall GPA: 3.5/4.0
- Eligible for CPA Exam

August 20XX

## RELEVANT COURSEWORK

Accounting I & II, Managerial Accounting I & II, Business Computer Applications I & II, Financial Accounting I

## EXPERIENCE

Junior Accountant

September 20XX – Present

Boca Raton, FL

- Analyze marketing monthly expenses and sales representatives' gross receipts for budget preparation and evaluation
- Audit payroll, as well as revise monthly and yearly budgets, to enable efficient company payments and regulate expenditures
- Facilitated in the implementation of a new software program, which helped in increasing department productivity and reduced errors by 15%

Accounting Intern

May 20XX – August 20XX

Boca Raton, FL

- Reviewed and corrected accounting entries, assisted with financial planning input and analysis, and generated reports
- Maintained paperwork before and at the conclusion of audit process and reviewed for accounting corrections
- Generated 12 audit reports that included: internal control recommendations, management letters, loan file review expectations, and financial ratios

Crew Leader

May 20XX – April 20XX

Fort Lauderdale, FL

- Supervised a crew of seven workers and managed bakery's daily operations, while providing superior customer service
- Trained 20+ employees and created schedules for all under-management employees resulting in an effective scheduling procedure

## ACTIVITIES

Accounting Student Association

20XX – Present

Alpha Kappa Psi

20XX – Present

Beta Alpha Psi

20XX – Present

## COMPUTER SKILLS

Microsoft Office Suite, ATX Total Accounting Office, Intuit QuickBooks, Sage CPA Client Checkbook