

# FirstName LastName

Towson, MD ~ 202-555-5555 ~ tstudent@gmail.com

## **Education**

### **Bachelor of Science, Accounting**

May 20XX

Towson University, Towson, MD

Overall GPA: 3.75 Major GPA: 3.9

Graduating with 150 hours; CPA eligible to sit for CPA exam

## **Technical Skills**

- **Databases and Languages:** SQL Server 7.0 and 2000, T/SQL
- **Operating Systems:** Windows 10
- **Software:** Crystal Reports, Enterprise Manager, Query Analyzer; MAS 90, MAS 200; Baan; Business Works; MS Word, Excel, Outlook; Quicken, QuickBooks, QuickBooks Pro; Symbiator; Peachtree; Bluebird; EZ-SQL; Great Plains; Pagemaker; Tableau/data analytics

## **Related Experience**

Sunny Road Bank

June 20XX-Present

### **Portfolio Accountant Intern, Baltimore, MD**

- Verify cash existing for regular safety investment on USD 4B portfolio
- Estimate and send amortizations of each long-term fixed profit holdings
- Calculate net asset amount of funds on monthly basis
- Compute interest accruals on fixed returns securities

Accountants, Inc.

September 20XX-December 20XX

### **Accounting Software Intern, Baltimore, MD**

Provided technical support for accounting software (MAS 90 and Business Works)

- Consulted with 15 clients on software solutions (demonstrations, installation and set-up; on-site training; troubleshooting)
- Collaborated with trouble-shooting team of five to develop software applications training curriculum

## **Managerial Experience**

Friendly's Restaurant

April 20XX-Present

### **Assistant Manager/Server/Host, Towson, MD**

- Train and manage team of 10 servers by implementing and teaching customer service protocol
- Maintain customer satisfaction surveys on the 90<sup>th</sup> percentile for two consecutive years
- Apply solution-focused, problem-solving skills while negotiating with dissatisfied customers
- Attend regional manager development conferences for food service professionals

## **Leadership and Affiliations**

Society of Black Accountants, Towson University

August 20XX-Present

### **Treasurer/Member, Towson, MD**

- Manage club accounts and create budgets for activities
- Represent organization at campus activities treasurers' meetings

TUSA, Towson University Society of Accountants

August 20XX-May 20XX

### **Member, Towson, MD**

Maryland Cash Campaign – VITA, Volunteers in Tax Assistance

February – April 20XX

- Prepared taxes for low-income residents