Arthur A. Accountant

123 FAU Boulevard – Boca Raton, FL 33431
(561) 555-4242 – aaccountant@fau.edu

OBJECTIVE
Seeking a full-time position in the field of Accounting where I can apply my auditing and information systems experience.

EDUCATION
Bachelor of Business Administration in Accounting　　　　　　　　　　　　　　August 20XX
Florida Atlantic University　　　　　　　　　　　　　　　　　　　　　　　　Boca Raton, FL
Overall GPA: 3.5/4.0

CERTIFICATIONS
Eligible for CPA Exam　　　　　　　　　　　　　　　　　　　　　　　　　　　August 20XX

EXPERIENCE
Junior Accountant　　　　　　　　　　　　　　　　　　　September 20XX – Present
Homanick, Inc.　　　　　　　　　　　　　　　　　　　　　　　　　　　　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
Vander and Associates　　　　　　　　　　　　　　　　　　　　　　　　Boca Raton, FL
- Reviewed and corrected accounting entries, assisted with financial planning input and analysis, and generated reports
- Maintained paper work 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
Sherry's Muffins　　　　　　　　　　　　　　　　　　　　　　　　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
- Responded to customer questions and complaints, and oversaw the sales and baking processes to provide the optimal bakery experience

ACTIVITIES
Accounting Student Association　　　　　　　　　　　　　　　　May 20XX – Present
Alpha Kappa Psi　　　　　　　　　　　　　　　　　　　　　　January 20XX – Present
Beta Alpha Psi　　　　　　　　　　　　　　　　　　　　　August 20XX – May 20XX

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

FAU CAREER CENTER
Division of Student Affairs
Florida Atlantic University

Florida Atlantic University │ Career Center │ 777 Glades Rd Boca Raton, FL 33431
Student Support Services Building Room 220 │ 561-297-3533 │ career@fau.edu