

ARIANA ACCOUNTANT

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OBJECTIVE

Seeking an internship in the field of accounting to apply my business coursework and analytical skills.

SUMMARY OF SKILLS

- Experienced in a variety of business accounting functions, including payroll, A/R, A/P
- Excellent oral, written, and interpersonal communication skills
- Proven ability to work independently as well as a team member
- Analytical and problem solving abilities, organized, detail oriented
- Self-motivated, responsible, efficient, and goal driven

EDUCATION

California State University, Fresno

Bachelor of Science, Business Administration - Accountancy, expected May 20xx, GPA 3.53

Relevant Coursework: Financial Accounting; Managerial Accounting; Intermediate Accounting; Cost Accounting; and Tax Accounting & Planning; Microsoft Office; QuickBooks

RELATED EXPERIENCE

Accounting Intern, Baker, Peterson and Franklin, CPA, LLP, Fresno, CA, *June 20xx – August 20xx*

- Performed SOX Audits, Financial Basics Audits, and Internal Control Testing
- Utilized Excel spreadsheet to organize data on 55 clients and presented to CEO
- Experienced high-paced, business-professional environment

Data Transcriber, Internal Revenue Service, Fresno, CA, *January 20xx – May 20xx*

- Entered information from tax returns into IRS data system
- Utilized attention to detail

OTHER EXPERIENCE

Crew Member, McDonald's, Fresno, CA, *September 20xx – Present*

- Provide excellent customer service in a fast paced, demanding environment
- Open store in morning and meet delivery truck to stock inventory
- Handle cash and credit transactions
- Maintain store facilities to ensure cleanliness and to meet health code regulations

HONORS/ACTIVITIES

Dean's List (2 semesters); Member (2 years) and Vice-President, Beta Alpha Psi (1 year)

AWARDS

Fresno Kiwanis Club Scholarship, *June 20xx*

"Crew Member of the Month" for exceptional overall contribution to the team, McDonald's (twice)

COMMUNITY SERVICE

Volunteer Tax Preparer, Fresno West Coalition for Economic Development, *January - April 20xx*