**FirstName LastName**

Martin, TN 38237 | 731.123.1234 | firstnamelastname@gmail.com

**SUMMARY OF QUALIFICATIONS**

* Strong communicator committed to active listening and building professional relationships
* Analytical problem solver able to develop and evaluate options and create solutions
* Team player committed to supporting colleagues and providing positive customer service
* Organized leader able to effectively manage and prioritize time on projects
* Microsoft Office (Word, Excel, Access, PowerPoint) and QuickBooks

**EDUCATION**

**The University of Tennessee at Martin**: Martin, TN

College of Business & Global Affairs, AACSB Accredited

*Bachelor of Science in Business Administration in Accounting*; Dec 20XX

*Bachelor of Science in Business Administration in Finance*; Dec 20XX

* GPA: 3.45/4.00 | Dean’s List:
* 150+ hours upon graduation

**Ethical Leadership Certification, NASBA**: July 20XX

**EXPERIENCE**

**KPMG**; Nashville, TN

*Tax Intern*; January 20XX – present

* Prepare individual income tax returns and participate in several field audits
* Compile financial statements and related bookkeeping
* Research data to contribute to Earnings & Profit/Tax Basis study

**UT Martin Business & Global Affairs Dean’s Office**, Martin, TN

*Office Assistant*, August 20XX – May 20XX

* Communicated with guests via phone and face-to-face to provide strong customer service
* Entrusted with office projects utilizing Access and Excel

**City Comptroller’s Office**; Nashville, TN

*Auditing Assistant*; May 20XX – August 20XX

* Developed pre-audit samples for on-site comparisons and assisted with field audits
* Approved and allotted cash disbursements for grant organizations and processed respective cost reports
* Collaborated with team to ensure compliance with government regulations compliance

**CAMPUS LEADERSHIP**

# Alpha Kappa Psi (business fraternity); Martin, TN

*President*, January 20XX – present

* Lead organization of 50 and executive committee of five (5) to meet mutual goals
* Communicate confidently; presenting to groups and writing and distributing campus-wide emails

**Social Sorority**, Martin, TN

*Treasurer/Executive Board Member*, October 20XX – Present

* Manage annual operating budget of over $100K and oversee financial aspects of organization
* Disburse expenditures and maintain a detailed record of all transactions

**ACTIVITIES**

**Accounting Society**: *Member*, 20XX – present

**Beta Alpha Psi**: *Member*, 20XX – present

**Office of Admissions**: *Student Recruiter*, 20xx – 20XX