

# FIRST LAST

City, ST ZIP Code | 123-456-7890 | name@gmail.com

## SUMMARY

Bilingual accounting student with strong academic performance and one successfully completed internship in financial analysis and reporting. Seeking to leverage academic accomplishments and internship experience to contribute effectively to your accounting team. Key skills include:

- Team Management
- Microsoft Excel
- Communication
- QuickBooks Online
- Fluent in Spanish
- Analytical

## EDUCATION

### Cedarville University

Cedarville, OH

*Bachelor of Science in Accounting*; GPA 3.55

May 2025

Minors: Bible, Business Analytics

Honors and Awards: Dean's List (Fall and Spring, 2021-2025), Cedarville Excellence Scholarship

Relevant Coursework: Principles of Accounting I and II, Software Tools, Principles of Management

## EXPERIENCE

### Accounting Intern

Dayton, OH

*Summit Accounting Solutions*

May 2023–August 2023

- Supported month-end financial close processes by reconciling bank statements, accounts payable and receivable, and preparing adjusting journal entries.
- Utilized QuickBooks and Excel to maintain and update financial records, improving data accuracy and accessibility.
- Compiled financial data and generated reports for management review, facilitating informed decision-making.

### Shift Lead and Co-Manager

Cedarville, OH

*The Ridgewood Café Restaurant*

May 2022–July 2022

- Managed and trained a team of 12 experienced workers.
- Oversaw associate record keeping and managed accounts payable.
- Served 10 tables and over 120 customers daily while managing all cashier activities.

## ACTIVITIES

Member of the **Accounting Society** at Cedarville University (2022–2024)

**Accounting tutor** at The Cove Cedarville's Academic Enrichment Center (2023–Present)

Treasurer of **Women in Business** at Cedarville University (2021–2023)

**Volunteer supervisor** at Vacation Bible School for Grace Baptist Church (2021 and 2022)