**ACCOUNTANT RESUME**

FIRST LAST

New York, NY

P: +44 123456789

first.last@kirded.com

**EDUCATION**

RESUME WORDED UNIVERSITY Boston, MA

**Bachelor of Commerce Expected May 20XX**

**Major in Accounting and Finance; Minors in Communications and Writing.**

Cumulative GPA: 3.93/4.0; Dean’s List 20XX-20XX

**Study Abroad Program in International Business and Globalization Jul 20XX - Jul 20XX**

**WORK EXPERIENCE**

**RESUME WORDED & CO. (8 employee venture-backed recruitment startup) New York, NY**

Accounting Intern Jun 20XX – Sep 20XX

* Aided 2 senior colleagues in solving technical problems in accounting software including SAP, Oracle and Excel.
* Trained upcoming intern by creating a 50-page guidebook with vivid and detailed instructions.
* Prepared financial reports in accordance with GAAP that conformed to the monthly company budget process.

**GROWTHSI New York, NY**

Finance Intern Jun 20XX – Sep 20XX

* Verified the reliability of the earnings predictions and having an average of 75% success rate.
* Reviewed and entered payable invoices, adjusted entries, entered inter-company transactions and assisted with administrative.
* Tasks with 100% accuracy.
* Prepared 4 budgetary presentation materials for the management team, successfully leading to department approval.

**VOLUNTEERING & UNIVERSITY PROJECTS**

COMMUNITY PROJECT Feb 20XX

* Organized and conducted monthly meetings with city council executives and other community leaders to raise funds for the
* newly founded NGO to provide commodities to the homeless and low-income communities.
* Generated 50+ donors through cold call sales and systematic email outreach; qualified leads based on industry and location.
* Generated over $35000 in donations, processed all contributions including those made online.

**BUSINESS MANAGEMENT PROJECT Jan 20XX**

* Volunteered as a junior accountant for a city food festival managing their revenues and expenses which totaled around
* $80,000.
* Managed the operating costs included venue rental, security, insurance, public relations and advertising.

**ACTIVITIES**

**RESUME WORDED FINANCE SOCIETY Boston, MA**

Head of Events Sep 20XX – Present

* Founded the first ever Business Series to organize finance training for 500 students.
* Organized and advertised 10+ quarterly networking events with 300+ participants in 3 universities in Boston.

**RWU TENNIS SOCIETY Boston, MA**

Committee Member Jan 20XX – Present

Managed the launch of new booking system to improve organization of events; system now used across university

**TECHNICAL SKILLS:**

* SAP
* GAAP
* Oracle
* MS Excel
* MS Project
* Intuit QuickBooks
* Tax Software.

**LANGUAGES**

* French
* English
* Italian
* Mandarin.

**CERTIFICATIONS & TRAINING**

* Online Course in Project Management (Coursera),
* Passed Resume Worded examinations.