

**SAMPLE
COLLEGE STUDENT**

360 Student Avenue • Staten Island, New York 10312 • (917) 444-4444
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OBJECTIVE

To obtain an entry level position in the field of Accounting

EDUCATION

**School of Business, College of Staten Island
The City University of New York**

- *Bachelors of Science Degree in Accounting; Minor in Finance*
- *Candidate for Graduation May 2013*

RELEVANT COURSEWORK

- Federal Taxation I & II • Advanced Accounting • Accounting Information Systems
- Cost Accounting • CPA Problems and Current Issues • Managerial Finance • Price Theory

INTERNSHIP EXPERIENCE

VITA Program

Tax Preparer Intern (01/2009 - 04/2009)

- Prepared and reviewed individual returns for clients
- Disseminated information regarding tax returns, regulations, and compliance
- Answered questions regarding future tax credit qualifications.

WORK EXPERIENCE

Company Name

Assistant Store Manager (10/2005 - 12/2010)

Accomplishments:

- Originally hired as Sales Associate. Earned *four* promotions over *five* years based on strong performance.

Responsibilities:

- Managed staff of 40+ associates.
- Reviewed and submitted payroll for store weekly.
- Ensured actual & expected amounts for cash deposits
- Performed daily reconciliation; reviewed store financial statements regularly
- Executed monthly store audits to ensure compliance with control requirements
- Developed/implemented cost cutting strategies related to controllable contribution.

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint and QuickBooks.
- Trained in Loss Prevention methodology

REFERENCES AVAILABLE ON REQUEST