

STUDENT NAME

12345 ABC Drive, University Park, Illinois 60484 555-555-5555

studentname@gmail.com

PROFESSIONAL SKILLS

Tax preparation, purchasing, customer service, data base and records management, inventory audits, administrative support, conflict resolution, front desk reception, operation of office equipment, excellent organizational skills

EDUCATION

Governors State University, University Park, Il. Expected Completion May 2019
Bachelor of Science in Accounting
Cumulative GPA: 3.60, Deans List, Eligible to sit for the CPA exam: Summer 2020

EXPERIENCE

Governors State University, University Park, Il. April 2016-November 2017
Family Development Center Administrative Assistant
Served as the principal source of administrative support with responsibilities for assisting in the daily operation of the main office while performing duties in areas of finance and accounting.

ABC Foods Inc., Chicago Il. January 2015-March 2016
Product Merchandiser
Maintained product through inventory control process to minimize profit and loss, organized all shipping and receiving orders to provide fresh produce and constructed strategic product displays for optimal product marketing.

TECHNICAL SKILLS

Microsoft office Suite, including; Word, Excel, Power Point, Access, Outlook, and Turbo Tax, Quick Books, and Social Media Management

ORGANIZATION AFFILIATIONS

GSU Accounting and Finance Club, Secretary
Institute of Management Accountants, Member
Humane Society, Volunteer