

Your First and Last Name

name@dukes.jmu.edu | (555)555-555 | LinkedIn.com/name

EDUCATION

James Madison University (JMU), Harrisonburg, VA

Master of Science in Accounting | CPA Eligible: December 20XX

Bachelor of Business Administration in Accounting | May 20XX | GPA: 3.35

ACCOUNTING EXPERIENCE

Junior Accountant, Brown Edwards

Roanoke, VA | May 20XX-Present

- Prepare band and invoice reconciliations in a timely and detailed manner
- Aid in the preparation of month and year end closes by ensuring all documents are up to date
- Provide financial statements to upper management for review
- Support controller and staff accountants with general administrative duties

Campus Representative, Roger CPA Firm

Harrisonburg, VA | August 20XX-January 20XX

- Educated JMU students regarding the intern and externship opportunities and competitive benefits that the firm offers to students
- Created and executed marketing strategies including class presentations, street marketing, etc.
- Traveled to local college institutions to market opportunities to their business students

Audit Intern, Global Consulting and Finance Corporation

La Paz, Bolivia | June 20XX-August 20XX

- Reviewed financial statements to ensure compliance with regulatory agency standards
- Conducted interviews with employees to obtain additional information about transaction activities
- Appraised records such as tax returns, bank statements, and financial reports for inaccuracies or irregularities
- Maintained an audit trail of all documentation related to audits and prepared reports summarizing findings to report to management

Intern Accountant, Matthews, Carter & Boyce Firm

Fairfax, VA | May 20XX-August 20XX

- Prepared financial reports and examined financial statements for accuracy and compliance
- Assisted with compiling tax information, preparing tax returns totaling \$30 million and coordinating tax payments for clients
- Identified areas in which clients can reduce expenses and improve profits, with client savings totaling \$400,000
- Designed and co-presented a quarterly review on company's financial outlook for the 2019 fiscal year to the Executive Accountants

ACTIVITIES & HONORS

James Madison University, Harrisonburg, VA

Vice President of Communications, Beta Alpha Psi

Spring 20XX-Present

- *Recognition for outstanding achievement in the accounting field*
- Market the honor society as valuable to the professional development of students pursuing careers in the fields of accounting, finance, and computer systems

Member, Mu Kappa Tau

Spring 20XX-Present

- Recognition for outstanding efforts in marketing field as a member of the top 10% of the junior accounting class

Member, Financial Management Association

Fall 20XX-Present

- Participate in professional and leadership development through attending lectures, assisting in fundraising and community service activities, and attending networking events

SKILLS

QuickBooks, MS Dynamics, TurboTax, SQL