

Your First and Last Name

Phone Number | Email

Education

Master of Science (M.S.) in Accounting

James Madison University, Harrisonburg, VA

May 20XX

Bachelor of Business Administration (B.B.A.) in Business Management

James Madison University, Harrisonburg, VA

Concentration: Accounting

May 20XX

Accounting Experience

Accounting Intern

PBMares, LLP, Harrisonburg, VA

August 20XX – May 20XX

- Supported financial statement preparation, including balance sheets, income statements, and cash flow statements
- Led research and analysis to support audit engagements and financial reporting
- Utilized accounting software such as QuickBooks and SAP to process transactions and reconcile accounts

Tax Intern

Kang & Thomas LLC, Fairfax, VA

May 20XX – May 20XX

- Prepared individual and corporate tax returns, ensuring compliance with federal and state regulations
- Strategized tax planning with clients to minimize liabilities and maximize savings
- Conducted tax research on various issues, interpreting tax laws and regulations

Additional Financial Experience

Graduate Student Assistant

James Madison University Office of Budget Management, Harrisonburg, VA

August 20XX – May 20XX

- Aided budget managers with financial data analysis and reporting tasks
- Composed budget documents, spreadsheets, and presentations for budget planning and review
- Collaborated with team members to analyze budget variances and provide recommendations for adjustments
- Engaged in the development and implementation of budget policies and procedures

Executive Treasurer

Student Government Association, James Madison University, Harrisonburg, VA

January 20XX – May 20XX

- Managed the \$15,000 budget and financial affairs of the Student Government Association, overseeing expenditures and revenue streams
- Drafted financial reports and presented budget updates to the student body and executive board
- Coordinated with other executive officers to plan and execute student events and initiatives

Skills

Accounting Software: QuickBooks, SAP, and Microsoft Excel

Certifications: Certified Public Accountant (CPA) – In progress