

Jane Doe

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OBJECTIVE

Seeking an accounting internship that uses my educational background, attention-to-detail and math skills.

EDUCATION

University of Louisville

Bachelor of Business Administration in Accounting, 3.7 GPA

Louisville, KY

Presently Attending

Jefferson Community and Technical College

Associate of Science

Louisville, KY

12/2015

SUMMARY OF SKILLS

- Knowledgeable in using Peachtree and QuickBooks, along with Microsoft Word, Excel, PowerPoint, and Access.
- Familiar with various financial products, including stocks, bonds, mutual funds, variable and fixed annuities, variable and term life insurance, disability insurance, and long term care insurance.
- Knowledgeable in account reconciliation and budget forecasting.
- Displays excellent leadership and interpersonal skills through campus involvement.
- A detail-oriented and organized individual who works well under tight deadlines.
- Demonstrate strong organizational and time management skills through working as a Metropolitan College student to finance a post-secondary education.

RELATED PROFESSIONAL EXPERIENCE

Bank of America

Teller

Louisville, KY

7/2015 to Present

- Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services.
- Records transactions by logging cashier's checks, traveler's checks, and other special services; preparing currency transaction reports.
- Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.
- Verify vault totals with a daily balance of \$150,000; reconcile cash drawer with a daily balance up to \$7,500.

Louisville Asset Building Coalition

Volunteer Tax Preparer

Louisville, KY

1/2014 to Present

- Completed certifications in Standards of Conduct, Basic Tax preparation, and Cancellation of Debt.
- Provide friendly and accurate customer service by reviewing the client intake form and relating tax information prior to initiating return preparation.
- Verify client identity, complete federal and state tax returns and review tax return with client.
- Accurately respond to client questions regarding returns and refer clients to a quality review person when appropriate.

WORK EXPERIENCE

UPS

Package Handler

Louisville, KY

1/2014 to Present

HONORS AND ACTIVITIES

- **National Association of Black Accountants**, Member, 2016-Present
- **Financial Management Association**, Member, 2016-Present
- **College of Business Student Council**, Treasurer, 2016-Present
- **Dean's List Recipient**, Spring 2016