

Jane Doe

200 West Broadway, Louisville, KY, 40202 • 502-213-4520 • Janedoe2023@gmail.com • She/Her/Hers
<https://www.linkedin.com/in/JaneDoe/>

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 <i>Concentration- Accounting</i>	Louisville, KY Currently Attending GPA 3.7
Jefferson Community and Technical College Associate of Science	Louisville, KY May 2023

SKILLS & ABILITIES

- 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.
- 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 <i>Teller</i>	Louisville, KY 03/2022 - Present
<ul style="list-style-type: none">• 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 <i>Volunteer Tax Preparer</i>	Louisville, KY 01/2019 - 03/2022
<ul style="list-style-type: none">• 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.	

ADDITIONAL WORK EXPERIENCE

Uber <i>Driver</i>	Louisville, KY 01/2019 - Present
<ul style="list-style-type: none">• Provide excellent customer service by driving clients to their destinations safely and efficiently.• Coordinate schedule, manage personal business, and engage with customers.	
UPS <i>Package Handler</i>	Louisville, KY 01/2017 - 01/2019
<ul style="list-style-type: none">• Organized packages into cannisters, paying close attention to detail, confirmed all materials were moved into respective locations and were moved to the next step in the transportation process.	

COMMUNITY ENGAGEMENT & ACCOMPLISHMENTS

National Association of Black Accountants, Member	01/2023 - Present
Financial Management Association, Member	08/2022 - Present
College of Business Student Council, Secretary & General Member	08/2021 - 05/2023