

# Jane Doe

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

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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  
*Concentration- Accounting*

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

*Teller*

Louisville, KY  
03/2022 - 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  
1/2019 - 03/2022

- 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

*Driver*

Louisville, KY  
01/2019 - Present

- Provide excellent customer service by driving clients to their destinations safely and efficiently.
- Coordinate schedule, manage personal business, and engage with customers.

### UPS

*Package Handler*

Louisville, KY  
01/2017 - 01/2019

- 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