

Entry-Level Accounting Resume

Youremail@gmail.com

Phone

City, State

LinkedIn URL, Website

Recent college graduate with internship experience at Fortune 500 companies. Seeking to leverage exceptional accounting skills and academic knowledge to gain the entry-level accounting position at your firm. Dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

EDUCATIONAL BACKGROUND

North Dakota University **Fargo, ND**

Bachelor of Science in Accounting and Finance, May 2016

- Minored in Business Administration
- Distinguished member of university's Accounting Society
- **Relevant Coursework:** Advanced Financial Accounting and Reporting, Accounting Systems, Income Tax for Corporations, Cost/Managerial Accounting
- GPA: 3.75 / 4.0

PROFESSIONAL EXPERIENCE

Marriott International *Accounting Intern*

Fargo, ND

December 2015 – April 2016

- Helped manage payroll and the registration of employees to Jobs and Pensions service for our 150+ employee branch
- Reviewed, prepared, and issued bills and invoices from over 300+ clients
- Assisted with incoming earnings and outgoing payments
- Organized files, records, cash, and cash equivalents to comply with policy and procedure

Potter & Bukowski *Finance Intern*

Fargo, ND

May 2013 – July 2013

- Helped prepare company debit and credit documents for 4% of our client base
- Analyzed financial data to ensure it was recorded and reconciled
- Conducted ad hoc financial analysis under senior accountant supervision
- Assisted in daily and weekly audits of accounts, vouchers, and statutory records

ADDITIONAL SKILLS

- QuickBooks certified
- Experienced with Enterprise Resource Planning (ERP)
- Familiar with GnuCash, Quicken, and ZipBooks software
- Working proficiency in Spanish
- Native fluency in German