

Rebecca Bailey

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OBJECTIVE

Seeking an entry-level position in the accounting industry in which my internship, summer job, and volunteer experience in accounting and my strong interpersonal, communication, and time-management skills can help your firm increase profits and serve the needs of clients.

EDUCATION

University of Notre Dame, South Bend, Indiana, 2009–2013

Bachelor of Science in Accounting

- Graduated *cum laude*
- Member of Beta Alpha Psi, an honor society for financial students and professionals
- Vice-president of Notre Dame Accounting Association
- Editor of *Accountancy* newsletter
- President of Campus Leadership Society
- Studied abroad in Spain

WORK AND INTERNSHIP EXPERIENCE

Rowson & Associates LLC, South Bend, Illinois, September 2012–Current

Accounting Clerk

- Maintain records and current accounts of financial transactions for the firm's clients
- Maintain financial databases
- Respond to basic client queries via telephone and e-mail; improved response times 15 percent
- Named "Employee of the Month" for December 2012

EY, Chicago, Illinois, June 2012–August 2012

Accounting Internship-Tax and Transaction Advisory Services

- Received on-the job training, coaching, and technology training in the specialty of taxation
- Helped perform tax planning under the supervision of staff tax accountants
- Learned basic tax accounting skills professional skills such as time management
- Attended professional workshops and team-building activities at EY's International Intern Leadership Conference in Orlando, Florida
- Recorded and analyzed financial data using Microsoft Excel and tax preparation software

COMMUNITY INVOLVEMENT

Biffle & Bipson LLC, Chicago, Illinois, Summer 2011

- Assisted accountants who taught financial literacy classes to low-income individuals
- Provided administrative support to accountants who offered pro bono services to business owners affected by a tornado that devastated Dorthi, Illinois

University of Notre Dame Vivian Harrington Gray Tax Assistance Program, Summer 2012

- Assisted low-income and disabled taxpayers with preparation of their tax returns

OTHER SKILLS

- Proficient with Microsoft Excel, Access, PowerPoint, and Project; basic tax preparation software, Internet research and social-media tools
- Proficient in Spanish