

# DAVID L. EXAMPLE

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## Junior Accounting Student | Tax Intern Spring 2015

- Highly competitive and driven personality accompanied by desire for excellence
- 2 summers of accounting internship experience
- Classroom experience in Peachtree and QuickBooks accounting software systems
- Relevant experience in Global Shop Solutions manufacturing software
- Proficient in Prezi and Microsoft Excel, Word, Access, and PowerPoint
- Focused team player who enjoys hard work

## EDUCATION

### B.S. in Accounting

Bob Jones University, Greenville, SC

May 2015

GPA: 3.96

- Working to pay 60% of college expenses
- University Business Association

## RELATED EXPERIENCE

### Accounting Internship

National Packaging Co., Inc., Dayton, OH

Summers 2013 & 2014

- Built new spreadsheet reports for tracking sales, inventory, expenses, and production
- Labeled and reorganized entire accounting department's hard-copy files
- Maintained accounting reports and worked in company's manufacturing software system
- Supervised crew of employees in relabeling project and led inventory count team

## ADDITIONAL EXPERIENCE

### Customer Service Representative

B&J Cleaners, Greenville, SC

Fall 2011-Present

- Answered phone and resolved customer complaints and requests
- Processed customer orders and assured accurate and timely deliveries

### Assistant Service Technician/Service Technician

A&K Energy Conservation, Inc., Xenia, OH

Summers 2010-2011

- Demonstrated diligence and initiative and was promoted from Assistant Service Technician to Service Technician by the next summer
- Maintained and repaired lighting systems at retailers such as TJ Maxx and Publix
- Handled materials and planned maintenance schedule to ensure smooth operation

## ACTIVITIES

**Chaplain**, Pi Gamma Delta Literary Society (Fall 2013)

**Residence Hall Room/Group Leader**, selected by Student Life Staff

**Weekly community service** at nursing home

**University choir member**, Fall 2012-Present