

Jordan L. Carpenter

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Education

Bachelor of Business Administration – Accounting

Eastern Kentucky University – Richmond, KY

Graduated: May 2025

- GPA: 3.2/4.0
 - Relevant Coursework: Intermediate Accounting I & II, Cost Accounting, Federal Income Tax, Accounting Information Systems, Auditing, Corporate Finance
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Experience

Accounting Intern

Bluegrass Financial Group – Lexington, KY

Jan 2025 – May 2025

- Assisted with month-end closing by preparing journal entries and reconciling bank statements.
- Helped update fixed asset schedules and documented supporting invoices.
- Supported preparation of individual and small business tax returns using ProSeries.

Student Office Assistant

EKU Department of Business – Richmond, KY

Aug 2023 – Dec 2024

- Managed filing and scanning of financial documents for faculty and staff.
- Processed purchase orders and expense reimbursements, ensuring accuracy and timeliness.
- Provided front-desk support to students and visitors, improving departmental workflow.

Retail Associate

Target – Lexington, KY

Summers 2021 & 2022

- Balanced cash drawers and handled point-of-sale transactions efficiently.
 - Assisted with inventory counts and restocking, maintaining accurate on-floor levels.
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Skills

- Microsoft Excel (PivotTables, VLOOKUP, basic macros)
 - QuickBooks Online, ProSeries Tax
 - Financial Reporting & Account Reconciliation
 - Data Entry & Document Management
 - Basic SQL Queries (introductory level)
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Activities & Involvement

- Beta Alpha Psi – Member (2023–2025)
 - Volunteer Tax Preparer (VITA Program) – Assisted low-income taxpayers with basic returns (Spring 2024)
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Summary of Strengths

Reliable, detail-oriented accounting graduate with internship and campus office experience. Solid understanding of GAAP, basic tax prep, and month-end close processes. Comfortable with common accounting software and eager to learn more advanced ERP systems.