**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

**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.

**Skills**

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

**Activities & Involvement**

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

**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.