

## FUNCTIONAL (EXPERIENCED)

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### IM A. SAMPLE I

1234 North 55 Street  
Bellevue, Nebraska 68005  
(402) 292-2345  
imasample1@xxx.com

### SUMMARY OF QUALIFICATIONS

**Exceptionally well organized and resourceful Professional** with more than six years experience and a solid academic background in accounting and financial management; excellent analytical and problem solving skills; able to handle multiple projects while producing high quality work in a fast-paced, deadline-oriented environment.

### EDUCATION

**Bachelor of Science**, Bellevue University, Bellevue, NE (In Progress)

Major: Accounting

Minor: Computer Information Systems

Expected Graduation Date: January, 20xx

GPA to date: 3.95/4.00

### PROFESSIONAL ACCOMPLISHMENTS

#### Accounting and Financial Management

- Developed and maintained accounting records for up to fifty bank accounts.
- Formulated monthly and year-end financial statements and generated various payroll records, including federal and state payroll reports, annual tax reports, W-2 and 1099 forms, etc.
- Tested accuracy of account balances and prepared supporting documentation for submission during a comprehensive three-year audit of financial operations.
- Formulated intricate pro-forma budgets.
- Calculated and implemented depreciation/amortization schedules.

#### Information Systems Analysis and Problem Solving

- Converted manual to computerized accounting systems for two organizations.
- Analyzed and successfully reprogrammed software to meet customer requirements.
- Researched and corrected problems to assure effective operation of newly computerized systems.

### WORK HISTORY

**Student Intern**, Financial Accounting Development Program, Mutual of Omaha, Omaha, NE  
(Summer 20xx)

**Accounting Coordinator**, Nebraska Special Olympics, Omaha, NE (20xx-20xx)

**Bookkeeper**, SMC, Inc., Omaha, NE (20xx – 20xx)

**Bookkeeper**, First United Methodist Church, Altus, OK (20xx – 20xx)

### PROFESSIONAL AFFILIATION

**Member**, IMA, Bellevue University Student Chapter

### COMPUTER SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook), QuickBooks
- Basic Knowledge of MS Access, SQL, Visual Basic, C++

## CHRONOLOGICAL (INTERNSHIP)

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**IM A. SAMPLE II**

4321 South 55 Street  
Bellevue, Nebraska 68005  
(402) 291-5432  
imasample2@xxx.com

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**OBJECTIVE:** Internship or Part-time Position in Marketing, Public Relations or related field utilizing strong academic background and excellent communication skills

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**EDUCATION:** **BS in Business Administration with Marketing Emphasis**

Bellevue University, Bellevue, NE

- Expected Graduation Date: June, 20xx
- GPA to date: 3.56/4.00

**Relevant Coursework**

Principles of Marketing

Business Communication

Internet Marketing

Consumer Behavior

Public Relations

Business Policy & Strategy

**WORK**

**HISTORY:**

**Academic Tutor** (20xx to present)

Bellevue University, Bellevue, NE

- Assist college students in overcoming deficiencies and successfully mastering academic coursework.

**Senior Accounts Receivable Clerk** (20xx-20xx)

Lincoln Financial Group, Omaha, NE

- Researched story ideas, wrote articles and participated in the publication of a weekly in-house newsletter.
- Assisted customers and staff members in resolving problems and balancing accounts; trained new staff members.
- Managed and recorded daily accounts receivable deposits of up to \$450,000.
- Conducted extensive research to recover lost checks and organized system to stop payment and replace all checks.

**COMMUNITY**

**SERVICE:**

**Advertising Coordinator**, *The Vue* (20xx to present)

Bellevue University Student Newspaper

**Volunteer**, Publicity Committee (20xx, 20xx)

Brushup Nebraska Paint-A-Thon

**ADDED VALUE:**

**Language Skills:** Bilingual (English/Spanish)

**Computer Skills:** MS Office (Word, Excel, PowerPoint), PhotoShop

**REFERENCES:**

**Available Upon Request**