

Amanda Foster

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EDUCATION

DePaul University, Chicago, IL

Bachelor of Science in Accountancy, GPA: 3.8

May 2023

WORK EXPERIENCE

Staff Accountant

June 2023 – Present

Bennett & Associates CPA Firm, Chicago, IL

- Prepare monthly financial statements for 15+ small business clients
- Reconcile general ledger accounts and bank statements totaling \$2M+ monthly transactions
- Process accounts payable/receivable ensuring accurate recording and timely payments
- Prepare quarterly and annual tax returns using CCH Axcess and Thomson Reuters
- Assist with audits, gathering documentation and performing analytical procedures
- Maintain organized client files in compliance with professional standards

Accounting Intern

January 2023 – May 2023

Midwest Manufacturing Inc., Schaumburg, IL

- Supported month-end close with journal entries and account reconciliations
- Identified \$45,000 in inventory discrepancies and implemented corrective measures
- Assisted with annual audit by organizing documentation and responding to requests

LEADERSHIP EXPERIENCE

Treasurer

August 2021 – May 2023

Beta Alpha Psi Honor Society - DePaul Chapter

- Managed \$12,000 annual budget for honor society with 85 members
- Maintained financial records using QuickBooks, preparing monthly budget reports
- Coordinated fundraising generating \$8,500 for professional development activities

Volunteer Tax Preparer

January 2022 – April 2023

VITA Program

- Prepared free tax returns for 60+ low-income families, securing average refunds of \$2,400
- Completed IRS certification in individual tax preparation and ethics

CERTIFICATIONS & SKILLS

- CPA Exam: Passed all 4 sections (FAR, AUD, REG, BEC) - License pending
- Software: QuickBooks, Xero, FreshBooks, Sage 50, CCH Axcess, Thomson Reuters UltraTax
- Microsoft Excel (advanced: pivot tables, VLOOKUP, macros), Word, PowerPoint
- GAAP, financial statements, reconciliation, tax preparation, audit support