

## 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++