

Resume Sample (Accounting Information Systems)

Im A. Spartan

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OBJECTIVE

Seeking a full-time, entry-level in tax or assurance accounting

EDUCATION

B.S., Business Administration, Concentration in Accounting Information Systems

December 20XX

San Jose State University, San Jose, CA, GPA: 3.5

Relevant Coursework: Risk Assessment, Tax Factors of Business and Investment Decision, Programming and Systems Development in AIS, and Network Environment and Accounting Controls

SKILLS

Technical: Proficient in QuickBooks, Excel, Word, Access, and PowerPoint, DataFlow, and GoSystem

Basic Programming languages: C++, Java, HTML, VBA, and Python

Languages: Fluent in English and Cantonese

PROJECT EXPERIENCE

Accounting Information Systems Manual Project, SJSU

August 20XX - December 20XX

- Utilized Manual Project to create master files and entered transactions
- Manually recorded A/R, A/P, Sales, Purchases, and Payroll transactions allowing project team to review mock company's financials
- Prepared financial statements and computed federal income tax and wrote report detailing findings

Accounting Information System Excel Project, SJSU

August 20XX - December 20XX

- Migrated data from mock company report into Excel to analyze over 100+ line items more efficiently
- Checked for data integrity with the use of Excel formula consistency

EXPERIENCE

Conversation Partner, SJSU, San Jose, CA

August 20XX - Present

- Assist 20+ international students to with developing their English skills resulting in students' increased competency in the language
- Discuss cultural differences to ensure students felt comfortable adjusting to the culture

Tax Intern, BDO, San Jose, CA

June 20XX - August 20XX

- Assisted tax team on improving data organization for over eight clients on Excel successfully
- Integrated data using Alternative Depreciation System for international companies on Excel and filled out tax forms such as 1120 and 8858 efficiently
- Presented information on state tax apportionment using resources from BDO websites to over 30 executive staff within the tax office

Treasurer, Engineers without Borders (EWB), SJSU, San Jose, CA

March 20XX - December 20XX

- Budgeted and allocated club funds of \$1500 to purchase tools needed for engineering safety projects near campus
- Conducted tabling activities to increase campus awareness in EWB club via bake sales raising over \$200 dollars
- Collaborated with club leaders to ensure club purchases are tracked and reimbursed in a timely manner

ACTIVITIES

Member, Information Systems Audit and Control Association (ISACA)

May 20XX - Present