**Tracy Q. Graduate**

**Permanent:**123 Main Street   
Anytown, CA 12345   
777-888-9999   
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**OBJECTIVE:**Auditor position in the public accounting field in the Chicago area.

**SUMMARY:**       •   More than two years of progressive accounting and auditing experience.  
                        •   Auditor internship with Ernst & Young in New York City.  
                        •   Magna Cum Laude graduate with BBA in Accounting.  
                        •   Proficient with MS Office, Windows XP, and the Internet.

**EDUCATION:**    **[Bachelor of Business Administration in Accounting](http://o1.qnsr.com/cgi/r?WT.qs_dlk=U7LQuQrIZ34AACMUKYsAAAAM;;n=203;c=540743;s=6442;x=7936;f=200910061835020;u=j;z=TIMESTAMP;" \t "_blank), May 2008**  
                        Illinois State University, Normal, Illinois  
                        Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

                        Courses taken included:  
                        Managerial Accounting                 Corporate Audit and Reconciliation  
                        Intermediate Accounting I & II     Financial Management  
                        Accounting I & II                        Internal Audit  
                        Accounting for Not-For-Profits     Managerial Economics

**EXPERIENCE:**   **Auditor Internship, May 2007 to August 2007**  
**Ernst & Young, New York, New York**   
                        •   Participated in the annual audit of Omega Megalithic Holdings, including development of the                         final certification report.  
                        •   Participated in quarterly audit of Alpha Bank Corporation, including identification and                         correction of over twenty major accounting errors.  
                        •   Developed several Excel spreadsheet macros currently in use for reducing entry time and                         automatically cross-referencing for errors.  
                        •   Received Employee of the Month award twice—first intern ever to win the award.

**Accounts Payable/Bookkeeping Clerk, May 2005 to Present**  
**Anytown Tax and Bookkeeping Service, Anytown, New York**   
                        •   Assisted (via remote) with payroll, tax, and account processing.  
                        •   Developed automated monthly sales tax payment system.  
                        •   Implemented Rapid Tax Refund service for individual customers.

**ACTIVITIES:**      •   Vice President, Student Accountancy Chapter, 2007-2008  
                        •   Treasurer, Beta Gamma Sigma honors society, 2007-2008  
                        •   Dorm Resident Assistant, 2006-2008