

# **Leah Kotsmith**

Accounting Intern

(612) 505-0715 • leahkotsmith@gmail.com • Minneapolis, Minnesota

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## **Summary**

Detail-oriented and dynamic accounting student with strong analytical skills and over two years of experience in customer service and support. Proven ability to work with numerical data, communicate effectively, and adapt in fast-paced environments. Eager to apply academic knowledge in accounting to deliver accuracy, organization, and valuable insights in a collaborative internship setting.

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## **Employment History**

Receptionist — Great Clips, Champlin, MN

June 2022 – December 2024

- Improved scheduling efficiency by streamlining phone and walk-in processes.
  - Processed customer payments with accuracy and professionalism.
  - Acted as a first point of contact for all visitors and guests.
  - Assisted in onboarding new employees, ensuring comfort and efficiency in their new role.
  - Maintained inventory and ensured a well-stocked, organized, and clean store environment.
  - Took on increased responsibilities over time, including creating staff schedules, closing the store, and training new receptionists.
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## **Education**

**Bachelor of Accounting Candidate — University of Minnesota Duluth, Duluth, MN**

August 2023 – Present | Minor: English | Current GPA: 3.9

Dean's List — All Semesters

Relevant Coursework: Financial Accounting, Managerial Accounting, Cost Accounting, Intermediate Accounting

**Extracurriculars:**

- Accounting Club — engaged in professional development and networking with accounting professionals
- Book Club

**Study Abroad — Sustainability in Scandinavia Program**

- Explored eco-friendly business practices and sustainability goals in Scandinavian countries while gaining a global perspective on business operations outside the U.S.

**High School Diploma — Champlin Park High School, Champlin, MN**

September 2019 – June 2023 | Honors: Highest Honors (GPA: 4.14, Top 5% of Class)

**Extracurriculars:** National Honor Society, Church Group, Band Program, Volunteer Work

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## **Additional Skills**

Detail-Oriented | Advanced Communication Skills | Time Management | Adaptability

Strong Work Ethic | Proficient in Excel | Customer Service | Honesty & Integrity