

Paul McCoy

500 Woodbridge Dr.

Charleston, WV 25311

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EDUCATION

West Virginia University - Morgantown, WV

September 2021 – May 2025

Chambers College of Business and Economics

GPA: 3.63

Bachelors of Science in Business Administration

Majors: Accounting and Finance | Minors: Economics, Sociology, and Business Data Analytics

EXPERIENCE

The Rack: WVU Student Food Pantry

August 2022 – July 2023

Committee Member – Morgantown, WV

- Use basic accounting techniques and software to keep track of inventory
- Work with other committee members to plan outreach and community engagement events
- Meet and discuss with management about new ways we can fulfill student needs

Shift Lead – Morgantown, WV

August 2023 – August 2024

- Held training sessions for new and returning members
- Collaborated with other Big 12 school-sponsored food pantries in an effort to spread food insecurity awareness
- Aided management in sourcing donations

Brown, Edwards & Company

June 2025 – August 2025

Audit Intern – Charleston, WV

- Aided in the audit of numerous employee benefit plans
- Crafted and updated letters to clientele communicating the scope and results of the audit
- Collaborated with upper management to do bookkeeping for several construction companies

SKILLS

- Certified in Microsoft Word, PowerPoint, and Excel
- Proficient in the coding languages *R*, *SQL*, and *Python* – able to analyze, breakdown, and digest data and create helpful visualizations. Full portfolio available upon request.
- I.R.S. Vita Certified

ACTIVITIES AND AWARDS

- WVU Presidents & Deans' List
- Elected secretary for the Law and Economics Club at WVU
- Part of the Pre-Law Society & Tax Law Society at WVU
- Tutor for low-level math, English, and business courses

PERSONAL

- Passionate reader
- Avid chess player

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References

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Mr. Daniel Brewster

Teaching Instructor of Sociology

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