**Rebecca Bailey**

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## OBJECTIVE

Seeking an entry-level position in the accounting industry in which my internship, summer job, and volunteer experience in accounting and my strong interpersonal, communication, and time-management skills can help your firm increase profits and serve the needs of clients.

## EDUCATION

University of Notre Dame, South Bend, Indiana, 2009–2013

Bachelor of Science in Accounting

* Graduated *cum laude*
* Member of Beta Alpha Psi, an honor society for financial students and professionals
* Vice-president of Notre Dame Accounting Association
* Editor of *Accountancy* newsletter
* President of Campus Leadership Society
* Studied abroad in Spain

## WORK AND INTERNSHIP EXPERIENCE

**Rowson & Associates LLC, South Bend, Illinois, September 2012–Current**

**Accounting Clerk**

* Maintain records and current accounts of financial transactions for the firm’s clients
* Maintain financial databases
* Respond to basic client queries via telephone and e-mail; improved response times 15 percent
* Named "Employee of the Month" for December 2012

**EY, Chicago, Illinois, June 2012–August 2012**

**Accounting Internship-Tax and Transaction Advisory Services**

* Received on-the job training, coaching, and technology training in the specialty of taxation
* Helped perform tax planning under the supervision of staff tax accountants
* Learned basic tax accounting skills professional skills such as time management
* Attended professional workshops and team-building activities at EY’s International Intern Leadership Conference in Orlando, Florida
* Recorded and analyzed financial data using Microsoft Excel and tax preparation software

**COMMUNITY INVOLVEMENT**

**Biffle & Bipson LLC, Chicago, Illinois, Summer 2011**

* Assisted accountants who taught financial literacy classes to low-income individuals
* Provided administrative support to accountants who offered pro bono services to business owners affected by a tornado that devastated Dorthi, Illinois

**University of Notre Dame Vivian Harrington Gray Tax Assistance Program,** **Summer 2012**

* Assisted low-income and disabled taxpayers with preparation of their tax returns

## OTHER SKILLS

* Proficient with Microsoft Excel, Access, PowerPoint, and Project; basic tax preparation software, Internet research and social-media tools
* Proficient in Spanish