

John Smith  
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#### Education

Bachelor of Science in Accounting  
Springfield University – Graduated: May 2023

Relevant coursework: Financial Accounting, Auditing, Taxation, Managerial Accounting

GPA: 3.7/4.0

#### Experience

Accounting Intern  
Greenfield Accounting Services – Summer 2022

Prepared financial statements and reconciled accounts for small business clients

Assisted in filing individual and corporate tax returns

Analyzed expense reports and identified cost-saving opportunities

Gained hands-on experience with QuickBooks and Excel

Treasurer (Volunteer)

Finance Club, Springfield University – 2021-2023

Managed annual budgets of \$10,000+ for club events and activities

Maintained accurate financial records and reports for club meetings

Ensured compliance with university financial regulations

#### Technical Skills

Proficient in QuickBooks, SAP, and Microsoft Excel (including Pivot Tables and VLOOKUP)

Experienced with Microsoft Word and PowerPoint

Basic knowledge of SQL for financial data analysis

#### Soft Skills

Strong attention to detail and organizational skills

Effective communication and collaboration in team settings

Excellent time management and ability to meet deadlines

Analytical problem-solving and critical thinking

#### Additional Activities

Volunteer Tax Preparer for the local community tax assistance program (Spring 2023)

Completed an online certification course in Financial Modeling