

FirstName LastName

Towson, MD ~ 202-555-5555 ~ tstudent@gmail.com

Education

Bachelor of Science , Accountin g

May 20XX

Towson University, Towson, MD

Overall GPA: 3.75 Major GPA: 3.9

Graduating with 150 hours ; CPA eligible to sit for CPA exam

Technical Skills

Databases and Languages: SQL Server 7.0 and 2000, T/SQL

Operating S ystems: Windows 10

Sunny Road Bank

June 20XX -Present

Portfolio Accountant Intern , Baltimore, MD

Verify cash existing for regular safety investment on USD 4B portfolio

Estimate and send amortizations of each long-term fixed profit holdings

Calculate net asset amount of funds on monthly basis

Compute interest accruals on fixed returns securities

Accountants, Inc.

September 20XX-December 20XX

Accounting Software Intern , Baltimore, MD

Provided technical support for accounting software (MAS 90 and Business Works)

Consulted with 15 clients on software solutions (demonstrations, installation and set- up; on-site training; troubleshooting)

Collaborated with trouble -shooting team of five to develop software applications training curriculum

Managerial Experience

Friendly's Restaurant

April 20XX-Present

Assistant Manager/ Server/Host , Towson, MD

Train and manage team of 10 servers by implementing and teaching customer service protocol

Maintain

professionals

Society of Black Accountants, Towson University

August 20XX-Present

Treasurer/Member , Towson, MD

Manage club accounts and create budgets for activities

Represent organization at campus activities treasurers' meetings

TUSA, Towson University Society of Accountants

August 20XX-May 20XX

Member , Towson, MD

Maryland Cash Campaign - VITA, Volunteers in Tax Assistance

February - April 20XX

Prepared taxes for low-income residents