**ROWDY ROADRUNNER**

**9001 Stockdale Hwy**

**Bakersfield, CA 93311**

**(661) 555-5555**

**rroadrunner\_accounting@csub.edu**

**PROFESSIONAL SUMMARY**

Current junior-level accounting major at California State University, Bakersfield. Impeccable attention to detail, strong rapport-building with diverse client base, and ability to process financial details accurately and confidentially. Seeking an internship opportunity where I may utilize my accounting knowledge and prior accounting experience to provide exceptional support to the company and its clients.

**SKILLS & QUALIFICATIONS**

* **Accounts Payable & Accounts Receivable**
* **Financial Statements & Bookkeeping**
* **Financial Analysis & Reporting**
* **Business Communications**
* **QuickBooks**
* **Microsoft Office, Excel Spreadsheets**

**EDUCATION**

California State University, Bakersfield Bakersfield, CA  
Bachelor of Science, Business Administration, Accounting concentration xx/20xx – xx/20xx  
GPA: 3.23

**Completed Coursework:** Managerial Accounting and Decision Making, Advanced Financial Accounting, Corporate Finance I, II and III, Advanced Corporate Income Tax, Microeconomics Theory and Applications

**WORK EXPERIENCE**

**ABCDE Industries, Inc**. Bakersfield, CA

***Accounting Assistant*** xx/20xx – present

* Accurately reconcile bank statements and ledger accounts monthly for 20 departments in accordance with generally accepted accounting principles.
* Assist accounts payable and human resources departments with invoice and payroll processing.
* Generate budgets and forecasts on a quarterly basis using Excel and deliver oral presentations to the management team to guide strategic planning.
* Utilize financial analysis skills to identify and report on variances in quarterly costing reports.
* Organize checks and deposits as well as resolve invoice problems to ensure accurate bookkeeping.
* Provide general support to the accounting manager by assisting with various special projects.

**Global Industries** Bakersfield, CA

*Administrative Assistant*xx/20xx – xx/20xx

* As sole clerical staff, independently performed general office duties and administrative tasks including filing, scanning, mail processing and data entry, to support the professional sales staff of 25.
* Prepared weekly confidential sales reports for presentation to management to track target goals and performance.
* Utilized organizational skills to comprehensively manage the internal and external mail functions.
* Scheduled client appointments and maintained up-to-date client files for over 5,000 customers.
* Demonstrated strong communication skills while providing telephone support to internal and external callers.

**PROFESSIONAL AFFILIATIONS**

University Accounting Association, Member xx/20xx – xx/20xx

American Accounting Association, Student Member xx/20xx – xx/20xx

CalCPA, Member xx/20xx – xx/20xx