

AMY ACCOUNTANT

Present Address:

Box 234, 6001 University Boulevard
Moon Township, PA 15108
(412) 397-5555

Permanent Address:

123 Money Way
Pittsburgh, PA 15212
amyaccountant@email.com

OBJECTIVE

Seeking an entry-level audit position in public accounting.

EDUCATION

Robert Morris University, Moon Township, PA

Master of Science in Business Administration (MBA), Expected May 2016 (150 credit hours)

Bachelor of Science in Business Administration, May 2015

Concentration: Accounting

Overall GPA: 3.6/4.0; Major GPA: 3.7/4.0

COMPUTER SKILLS

Knowledgeable in Quickbooks

Proficient in Microsoft Office (Excel, Access, Word, PowerPoint)

RELATED WORK EXPERIENCE

ACPA Firm, LLP, Pittsburgh, PA

Audit Intern, January 2014 - Present

- Prepare 150-200 small business and corporate tax returns per year.
- Write, edit and review tax information letters involving trusts and estates.
- Assist in audit preparation.

ADDITIONAL WORK EXPERIENCE

Kennywood Park, West Mifflin, PA

Supervisor- Gift Shop, Summers 2012 - 2013

- Selected from 40 candidates for supervisor position.
- Designed store layout, improving sales by 15% each year.
- Hired, trained and supervised a staff averaging five workers daily.

Park Attendant- Games/Concessions, Summers 2010 - 2011

- Operated game stands and provided friendly and efficient customer service.
- Prepared food and served customers in a timely and accurate manner.
- Received four monthly service awards.

HONORS AND ACTIVITIES

- PICPA Award for Excellence in Accounting Studies
- Presidential Scholarship
- Association of Future Accountants Activities Chair- planned six professional programs with 150 students participating
- Big Brothers Big Sisters Volunteer- completed 100 service hours annually for three years