

# Full Name

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street address | city, state zip code | phone number | email address

## Summary/Objective

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Young, dependable, and ambitious individual who has experience in both accounting/finance and sales fields. Hard worker who is exceptionally well organized. Looking to procure either an internship or career in the accounting or finance realm.

## Education

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B.A., **Accounting**, Goshen College, Goshen, IN Date  
Minor: Business, Entrepreneurship  
Overall GPA: 4.0

## Experience

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### **Business Manager**

The Record, Goshen Indiana Dates

- Responsible for selling ads for school newspaper
- In charge of all business and accounting operations in regards to the newspaper
- Directed and implemented new invoicing process
- Implemented and sold first ever internet ads in newspaper history
- Use Microsoft Excel, salesmanship, and accounting skills daily

### **Accounting Assistant**

Russell P. Cannizzo & Co. Certified Public Accountants and Consultants, Arlington Heights, Illinois Dates

- Responsible for writing engagement letters and invoices
- Assist with preparation of tax returns (1040s & 1099s)
- Use Microsoft Excel, Quick Books, and Pro Series regularly
- Designed and implemented new efficient filing system

### **Resident Assistant**

Goshen College, Goshen, Indiana Dates

- Supervise floor of 28 first and second year residents, organize educational and entertaining programming, and enforced college policy as it applied to resident living
- Facilitate open communication between student residents and resident directors
- Ensured smooth transition to college life of 28 students

### **Front Desk Administrator**

Drive-Performance, Wheeling, Illinois Dates

- Responsible for daily financial accounts for largest indoor baseball facility in Illinois
- Billed monthly memberships to ensure up-to date accounts
- Highest selling non full-time employee
- Used Microsoft Excel and salesmanship skills daily
- Supervised four employees, increasing management skills

### **Sales Manager**

J.A.G. Enterprises, Goshen, Indiana Dates

- Created, developed, and ran a profitable unique business for Entrepreneurship class
- In charge of gaining partnerships with local business
- Directed all sales totaling over 160 units

## Additional Information

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- Excellent knowledge of Microsoft Office software and Quickbooks
- Three year collegiate varsity baseball starter and two year team captain
- Experienced use of Pro Series Accounting Software and Taxwise Accounting Software
- Co-Founded a student organized, school sponsored club
- V.I.T.A. cite volunteer (certified)
- LinkedIn address - <http://www.linkedin.com/in/xxxxxxxxxxxxx>