ACCOUNTING RÉSUMÉ

1234 Racer Road | Murray, KY 42071 | 270.123.1234 | accounting@murraystate.edu

OBJECTIVE

Highly motivated college senior seeking an accounting internship utilizing strong customer service, analytical and leadership skills

EDUCATION

Murray State University (MSU), Murray, KY | Bachelor of Science, Accounting; May 20XX

• Accounting GPA: 3.54/4.0 | Cumulative GPA: 3.2/4.0

Study Abroad; London, England | Spring Break 20XX

EXPERIENCE

Social Sorority, Murray, KY | Treasurer/Executive Board Member, May 20XX - Present

- Control organization finances including dues collections
- Manage annual operating budget of over \$100K
- Disburse expenditures and maintain a detailed record of all transactions
- Attend all Executive Board meetings and present weekly financial status reports
- Oversee financial aspect of all house improvement projects

MSU College of Business Dean's Office, Murray, KY | Office Assistant, May 20XX – Present

- Communicate with guests via phone and face to face to provide strong customer service
- Entrusted with office projects utilizing Access and Excel
- Manage inventory, supplies, and stock hospitality room

Kentucky Farm Bureau Insurance Agency, Murray, KY | Customer Service, Summer 20XX

- Entrusted to process payments (cash, check and credit) and operate drive through payment window
- Answered specific insurance questions from clients when appropriate

Bremner; Princeton, KY | Receptionist; Summer 2XX

- Answered five phone lines and transferred calls
- Prepared Production Report
- Ordered office supplies, postage and maintained maintenance of copy and fax machines

The Murray Insurance Agency; Murray, KY | Assistant Accountant/CSR; Summer 20XX

- Created daily deposit and journal entries
- Balanced cash drawer and reconciled monthly bank statements and recording commissions
- Communicated with customers, listening actively, to accurately relay and update payment information
- Recorded claims and formatted letters

KEY SKILLS

Computer: Microsoft Office (Word, Excel, Access, PowerPoint) and QuickBooks

Personal: Recognized for team leadership, client relation, organization and analytical skills

ACTIVITIES

Accounting Society: 20XX – present

Beta Alpha Psi: 20XX – present

Social Sorority: Member, 20XX – present

Social Sorority: Member, 20XX – present