

ACCOUNTING SAMPLE RESUME

1234 Street Avenue ▪ Salt Lake City, UT 84100 ▪ (801) 555-3333
emailaddress@utah.edu – linkedin.com/in/yourname

EDUCATION

University of Utah, David Eccles School of Business

Bachelor of Science in Accounting
Master of Accounting (Anticipated)
GPA: 3.75, Accounting GPA: 3.8

Salt Lake City, UT

May 2017

May 2018

Honors

- Dean's List 2014 - 2016
- 2016 Case Competition Participant

EXPERIENCE

Wasatch CPA

Accounting Clerk

Salt Lake City, UT

August 2015 – Present

- Verify the sources and processes by which information is produced to ensure accuracy within the company
- Maintain business relationships through face-to-face and electronic communication with clients
- Identified 6 control deficiencies through internal control inspections
- Organized a team to explore the internal use of the client management system to increase productivity

Media Play

Sales Associate/Department Lead

Salt Lake City, UT

July 2014 – March 2015

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue, while raising customer satisfaction
- Reported data by using Excel and QuickBooks which led to increased analytics accuracy
- Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

Mammoth Mountain Ski Resort

Sales Representative

Mammoth, CA

September 2012 – January 2013

- Designed marketing literature and organized distribution efforts that led to record season pass sales
- Communicated daily with over 25 clients to ensure their future business and resolve any conflicts

ACTIVITIES

Beta Alpha Psi, University of Utah

Festival of Trees Committee Chair, Member

Salt Lake City, UT

August 2014 – Present

- Served as Chairman for annual Festival of Trees fundraiser. Coordinated registration, decorating and staffing of event which generated over \$500 to benefit Primary Children's Medical Center
- Attended weekly meetings to network with various industry professionals and explore career paths

YMCA

Youth Volunteer Coordinator, Member

Salt Lake City, UT

August 2013 – Present

- Planned fundraising campaign which raised over \$5,000 for low income youth snowboarding programs
- Organized logistics and activities for formal dance, including transportation, catering, and entertainment
- Supervised marketing committee for national conference, increasing participation by 20% over previous year by using social networking strategies

INTERESTS

- Enjoy traveling to European countries, snowboarding, and practicing Spanish with friends