

Accounting Sample

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Efolio website address

Objective To obtain a full-time position as corporate accountant

Skills Summary Accounting, Tax preparation, MS Word, Excel, Access, PowerPoint, Manager, Presenter, Public personality, Organizer, Business experience

Education **Bachelor of Science degree** May 2008
Winona State University Rochester, MN
Major: Accounting
Minor: Business Administration
♦ GPA: 3.48
♦ Dean's List

Related Coursework: Financial Accounting Principles, Managerial Accounting Principles, Intermediate Accounting I and II, Auditing, Business Finance, Business Law I and II, Principles of Marketing, Introduction to Taxation

Related Experience

- Tax**
- ♦ Prepared tax returns for individuals and small businesses
 - ♦ Demonstrated specialized knowledge in the area of legitimate tax deductions
 - ♦ Established e-filing expertise
 - ♦ Achieved thorough understanding of IRS rules and regulations
- Management**
- ♦ Demonstrated outstanding organizational skills in overseeing the work of sales and related workers, including retail salespersons, cashiers, customer service representatives, stock clerks, order fillers, and sales representatives
 - ♦ Responsible for interviewing, hiring, and training employees
 - ♦ Prepared and delivered presentations to upper management detailing sales promotions and trends
 - ♦ Prepared work schedules and assigned workers to specific duties
 - ♦ Ensured customer satisfaction and enforced company policies and procedures
- Public Personality**
- ♦ Cultivated and projected radio personality while reading news items, taking requests from listeners, and providing other information, such as program schedules and station breaks for commercials or public service information
 - ♦ Established and maintained positive relationships with on-air sponsors
 - ♦ Managed multiple tasks associated with keeping station on the air

Sales Manager, Auto World, Rochester, MN 2007-present
Tax Preparer, H&L Tax Preparation, Rochester, MN Academic years 2005-2007
Disc Jockey, WWOW Radio Station, Owatonna, MN 2004-2005

Volunteer Work

Big Brothers Big Sisters, Rochester, MN 2005-2007
Channel One Food Bank and Food Shelf, Rochester, MN 2003-2005