

Electronic Resume Example

Name
Address
City, State, Zip
Phone
E-mail

OBJECTIVE

To obtain a full-time position as corporate accountant

SKILLS SUMMARY

Accounting, Tax Preparation, MS (Microsoft) Word, Excel, Access, Powerpoint, Manager, Presenter, Organizer, Business Experience

EDUCATION

BACHELOR OF SCIENCE DEGREE, May 2008
Winona State University, Winona, MN
MAJOR: ACCOUNTING
MINOR: BUSINESS ADMINISTRATION
GPA: 3.48

RELEVANT COURSEWORK

Financial Accounting Principles, Managerial Accounting Principles, Intermediate Accounting I and II, Auditing, Business Finance, Business Law I and II

RELATED EXPERIENCE

Sales Manager, Auto World, Rochester, MN
2006-Present

- * Interview, hire and train employees
- * Prepare work schedules and assign workers to specific areas
- * Ensure customer satisfaction and enforce company policies

Tax Preparer, H&L Tax Preparation, Rochester, MN
Academic years 2004-2006

- * Prepared tax returns for individuals and small business
- * Demonstrated expert in the area of legitimate tax deductions
- * Established e-filing expertise
- * Achieved thorough understanding of IRS rules and regulations

OTHER EXPERIENCE

Lifeguard, Winona Family Pool & Park, Winona, MN
Summers 2004-2006

- * Demonstrated leadership skills as manager on evening shift
- * Scheduled evening employees and swim lessons
- * Supervised and coached up to 6 other lifeguards

HONORS AND ACTIVITIES

- * Member of Accounting Association, 2004-present
- * Cross-Cultural Scholarship recipient, 2004-present

Sample resumes available for download on Career Services Website:

www.winona.edu/career/resumes

Call 507-457-5878 and setup an appointment with a career advisor to have your resume critiqued
Winona State University, Career Services, 314 Maxwell Hall, Winona, MN 55987