**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** Salt Lake City, UT

*Bachelor of Science in Accounting May 2017*

*Master of Accounting (Anticipated)* *May 2018*

GPA: 3.75, Accounting GPA: 3.8

**Honors**

* Dean’s List 2014 - 2016
* 2016 Case Competition Participant

**EXPERIENCE**

**Wasatch CPA** Salt Lake City, UT

*Accounting Clerk 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** Salt Lake City, UT

*Sales Associate/Department Lead* *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** Mammoth, CA

*Sales Representative**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** Salt Lake City, UT

*Festival of Trees Committee Chair, Member 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** Salt Lake City, UT

*Youth Volunteer Coordinator, Member 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