

First Name Last Name

100 4th Avenue, New York, NY 10000 555-555-5555 firstlast@email.com

Education

CUNY, Hunter College Bachelor of Science in Accounting, GPA: 3.5 Expected 8/2021

Related Coursework

Accounting I & II	Federal Taxation
Intermediate Accounting I & II	Computerized Accounting
Micro & Macro Economics	Cost Accounting

Honors

Dean's List (Fall 2018, Spring 2019, Fall 2019)

Skills

Proficient with Microsoft Word, Excel, PowerPoint, Access, Outlook, QuickBooks, QuickBooks Online, FTP Programs, HTML, and Windows XP

Experience

VITA Income Tax Services, New York, NY 1/2020-present

Volunteer

- Prepare simple to complex tax returns for individuals or small businesses
- Use all appropriate adjustments, deductions, and credits to keep clients' taxes to a minimum
- Furnish taxpayers with sufficient information and advice to ensure correct tax form completion
- Review financial records such as income statements and documentation of expenditures to determine forms needed to prepare tax returns

Wausau Firm, Inc., New York, NY 7/2019-present

Finance Assistant

- Enter payments and invoices in QuickBooks Online
- Assist in managing and overseeing price changing, invoicing, and accounts payable/accounts receivable using QuickBooks
- Manage and update database to track firms and insurance applications
- Handle busy phones and greet both individuals and corporate clients
- Stock supplies in inventory room and order/pick up new supplies as needed
- Scan documents and organize documentation

Dunkin Donuts, New York, NY 8/2017-6/2019

Sales Associate

- Operated computerized cash register to open and close out at the end of shifts
- Met assigned sales goal during holiday seasons
- Trained new employees on daily procedures including use of computerized cash register and navigation of online scheduling program
- Greeted customers and ensured customer satisfaction

Activities

Member of Hunter College Accounting Society 2/2018-present

References Available Upon Request

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EDUCATION

Hunter College, New York, NY

Bachelor of Arts, Computer Science

Expected 1/2022

GPA: 3.5, Dean's List

Relevant Coursework:

Analysis & Design in C++

Android Application Development

Computer Forensics

Operating Systems

Software Analysis and Design I & II

Theory of Computation

SKILLS

Programming: C++, Java, HTML, Oracle
SQL Plus

Developmental: Microsoft Visual Studio,
Android Studio

Operating: Windows, Linux, MAC

Software: Adobe Photoshop, AutoCAD,
Microsoft Word, Excel, PowerPoint

Language: Conversational Mandarin

SPECIAL PROJECT

AccuWeather Project, Hunter College Computer Science Department

9/2020-12/2020

Created and maintained an app for receiving AccuWeather service updates using Microsoft Visual Studio

EXPERIENCE

Cashier, McDonald's, Brooklyn, NY

2/2019-Present

- Listen to and proactively respond to customers' complaints and suggestions to ensure customer loyalty and repeat business
 - Pack prepared orders and ensure that all condiments are included
 - Process cash and credit card payments
 - Maintain aesthetics of establishment by replacing inventories and food supplies and by preparing dining rooms and work stations
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LEADERSHIP

Treasurer, Chinese Students Association, Hunter College

9/2019-Present

References Available Upon Request

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OBJECTIVE: Internship in social services

EDUCATION: Hunter College – Bachelor of Arts expected June 2021
Major: Psychology, Minor: Sociology GPA 3.59

RELATED COURSES:

Social Psychology	Sociology of the Family
Child Psychology	Abnormal Psychology
Personality Theory	Interpersonal Behavior

SKILLS: Fluent French, Microsoft Word, Excel, PowerPoint, Access, Google Drive, SPSS

EXPERIENCE:

9/19 – 12/19

**New York Presbyterian Hospital
Social Work Department****Intern**

- Assisted patients with accessing hospital and community resources
- Participated in patient support group
- Acted as patient liaison with hospital staff
- Worked with social workers on discharge planning procedures

9/18 – 8/19

**Career Magazine
Advertising Department****Office Assistant**

- Maintained office calendar using Google Drive
- Regularly updated readership database using Microsoft Access
- Assisted staff with promotions by preparing formatting content for mailers and brochures
- Handled fact checking assignments to ensure accurate information
- Participated in brainstorming sessions for article topic ideas
- Answered telephone inquiries and referred calls to appropriate staff

LEADERSHIP:

9/19 – Present

Hunter College Psychology Collective**Treasurer**

- Prepare semester budget
- Handle payments for club sponsored events

References Available Upon Request