Student Sample 3

City, State or LinkedIn Custom URL ● 615-123-4567 ● email@mtmail.mtsu.edu

Experience in both Audit and Tax staff level work. Dale Carnegie Human Relations and Communications certified through course which enabled mastery of prompt, concise, respectful, and friendly interactions.

**Education**

**Middle Tennessee State University** – Murfreesboro, TN

*Master of Accountancy* August 2018

* Coursework includes: Theory, Advanced Financial, International Financial Reporting,

Governmental, and Forensic

*Bachelor of Business Administration, Accounting* December 2015

* Dean’s list – 5 of 7 semesters
* 3.2/4.0 GPA

**Professional Experience**

**Puryear Hamilton Hausman & Wood, PLC** – Franklin, TN January 2016 – April 2016

*Staff Intern*

* Prepared and filed tax forms including tax returns for individuals and several different business types
* Resolved various accounting issues through use of conceptual know-how
* Communicated with superiors effectively when the situation calls for it
* Achieved a better understanding of the corporate environment and how processes can make the entire office work like a well-oiled machine
* Improved technical capability through use of tax software and programs
* Assisted the other interns when they were in need of support

**Ace Hardware** – Nashville, TN February 2013 – December 2015

*Associate*

* Provided expert knowledge for clients associated with plumbing, electrical and hardware needs
* Enforced anti-theft measures within a team structure through verification process of quantity and quality in regards to outlined procedure
* Maintained cash drawers to finalize individual transactions for new and repeat customers, directly contributed to $2.08 mil in sales from 2014, and $2.32 mil in 2015

**Campus and Professional Affiliations**

**Beta Alpha Psi –** MTSU, Zeta Gamma Chapter Date Range

* Tutored Accounting Principles I students for upcoming exams
* Developed communication skills by way of interactions with executives from national, regional, and local accounting firms

**Institute of Internal Auditors**

**Tennessee Society of Certified Public Accountants**

**American Institute of Certified Public Accountants**

**National Society of Leadership and Honors**

**Community Service**

**Volunteer Income Tax Assistance, United Way** Date Here

* Certified through TCE examination and trained on tax software
* Informed applicant on how to increase or decrease amount withheld

**Second Harvest Food Bank Volunteer** Date Here

* Helped alleviate stresses of poverty in the community of the greater Nashville area