**COLLEGE STUDENT RESUME**

Peter Jones

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**Profile**

Dean’s List student who maintains an exceptional GPA with more than a decade of experience in bookkeeping. Seeking to develop more high-level accounting experience prior to completing the CPA exam.

**Professional Experience**

**Account Auditor, Company XYZ, Columbus, OH**

April 2016 – Present

* Gather and enter all invoices related to specific accounts
* Maintain records for each account on a cash basis
* Generate standard reports upon request, including reconciliation reports
* Check on any account discrepancies and fix errors in accounts
* Issue bills or credits to bring accounts in balance

**Bookkeeper, Accounts Payable and Receivable, Smith Tax Company, Columbus, OH**

June 2009 – April 2016

* Tracked invoices for all vendors in real-time
* Handled purchase requests and petty cash disbursements
* Balanced petty cash drawer and other cash accounts
* Generated monthly reports on cash flow and expected out-go
* Ensured accounting processes were compliant with all regulations

**Education**

**Accounting Bachelor of Science**

University of Texas Austin, Texas, September 2016 – Present

**Key Skills**

* Analytical
* Detail-oriented
* Digital and paper file maintenance
* Organized
* Peoplesoft
* QuickBooks
* Strong verbal and written communication skills

**Certifications**

National Bookkeeper Association’s (NBA) Uniform Accounting Certification