**COLLEGE STUDENT RESUME**

Jane Doe

123 Anywhere St.

Someplace, N.Y. 11111

(516) 555-1234

jane000@aol.com

LinkedIn\_URL

**Summary:**

Dedicated professional with six years’ diversified experience in general accounting, management and human resources. Skilled at financial reporting and analysis, problem-solving and team-building. Expertise includes data analytics and budget management.

**Experience:**

**Accounting:**

* Managed financial records.
* Reviewed and correct monthly journal entries.
* Prepared and reconcile bank statements.
* Analyzed sales/marketing monthly expenses and sales representatives’ gross receipts.
* Created spreadsheets, prepare financial statements and statistical reports.
* Performed financial planning input and analysis.

**Management:**

* Provided oversight for organizational development activities.
* Overall responsibility for company communications, project development and project management.
* Supervised a staff of twenty and managed vendor consultants.
* Interviewed and trained over thirty new employees.
* Oversaw departmental budget expenditures.

**Training and Development:**

* Developed a quality assurance program that which improved customer satisfaction.
* Implemented new training for management including needs assessment, project planning and delivery.
* Established and managed a firm-wide computer training program.
* Designed and implemented a new computer training room.
* Identified over 100 system and implementation improvements to better meet clients’ needs.

**Employment:**

**Staff Accountant**

M and H Corporation, N.Y., N.Y., 2017-2020

**Manager**

Apple Works Associates, Bayside, N.Y., 2016-2017

**Training Manager**

Training Consultants Inc., Flushing, N.Y., Training Manager, 2015-2016

**Education:**

Rochester College, Rochester, N.Y., M.B.A. in Tax and Accounting, May, 2020,

New City College, Syracuse, N.Y., Bachelor of Business Administration in Management, May, 2018, G.P.A. 3.9

Nassau Community College, Garden City, N.Y., Associate of Arts in Liberal Arts, May, 2016, G.P.A. 3.8

**Additional Information:**

Proficient in QuickBooks, Turbo Tax, Quicken, MS Office and Social Media

Founding Member and President of the N.Y.C. Accounting Club