**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

 Accounting Internship position.

**Summary**

* More than a year of progressive accounting and auditing experience
* Honors student pursuing BBA in Accounting
* Proficient with MS Office, Windows, and the Internet

**Education**

 **Bachelor of Business Administration in Finance, May 2023**

 **Illinois State University, Normal, Illinois**

 Current GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Financial Management Intermediate Accounting I & II

 Corporate Audit Managerial Economics

 Accounting I & II Internal Audit & Finance

**Experience**

 **Accounts Payable/Bookkeeping Clerk, June 2022-August 2022**

 **Anytown Tax and Bookkeeping Service, Anytown, New York**

* Assisted with payroll, tax, and account processing
* Developed automated monthly sales tax payment system
* Implemented Rapid Tax Refund service for individual customers

**Activities**

* Treasurer, Student Accountancy Chapter, 2022-2023
* Responsible for collection of annual dues and all overdue accounts
* Established the use of QuickBooks for keeping accurate accounting records
* Performed independent audit of prior outgoing Treasurer records and corrected two errors
* Treasurer, Beta Gamma Sigma honors society, 2022-2023
* Dorm Resident Assistant, 2021-2023

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