

## **SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](http://www.linkedin.com/in/samplestudent)

---

### **ACCOUNTING ASSISTANT**

Accounting graduate with strong financial foundation and excellent attention to detail and problem-solving abilities. Skilled in using Microsoft Office applications to efficiently manage financial data. Experience processing payments, reconciling bank accounts, and generating financial reports. Proficient in communicating with internal departments and adapting to new software systems.

#### **EDUCATION**

Harper College, Palatine, IL

Associate in Applied Science, Accounting

May 20xx

GPA – 4.0 / 4.0

#### **Relevant Coursework**

Financial Accounting

Managerial Accounting

Cost Accounting

Payroll Accounting

Business Law

Microeconomics

#### **SKILLS**

Microsoft Office: Excel, PowerPoint, and Word

QuickBooks

#### **WORK EXPERIENCE**

Bookman and Associates, Elmhurst, IL

##### **Receptionist**

August 20xx to Present

- Perform administrative support tasks including transcribing information and operating computers to work with pay records, 1099's, and financial documents
- Answer and screen calls, provide information, take messages, and schedule appointments
- Greet clients to determine nature and purpose of visit, and direct them to specific destinations using strong communication and customer service skills
- File and maintain records and collect, sort, distribute, and prepare mail to meet deadlines
- Operate office machines including photocopiers, scanners, and voicemail systems

#### **ACTIVITIES**

Harper College, Palatine, IL

##### **Accounting Club**

Treasurer

June 20xx to Present

- Create yearly budget for club and present budget to members and advisors
- Handle all expenses, reimbursements, and payment of invoices using QuickBooks