**FIRST NAME LAST NAME**

Street Address

City, State Zip Code

Email Address

Cell Phone Number

**SOCIAL SECURITY #:** [redacted]

**CITIZENSHIP:** USA

**VETERANS PREFERENCE:** N/A

**FEDERAL CIVILIAN STATUS:** N/A

**SUMMARY STATEMENT**

I am a student at The University of Scranton pursuing a Bachelor of Science in Accounting with a Forensic Accounting minor. During my time at The University of Scranton, I have sought to explore various opportunities such as club leadership positions and volunteering at the VITA program. I am now seeking to expand my horizons further through the FBI Honors Internship Program.

**EDUCATION**

The University of Scranton, Kania School of Management, Scranton, PA

Bachelor of Science in Accounting, Minor in Forensic Accounting

Anticipated Graduation May 2023

Overall GPA: 3.95/4.00

Dean’s List: Fall 2019 - Fall 2022

Expected to earn 150 credit hours by May 2024

Mount Olive High School, Mount Olive, NJ

High School Diploma

Graduated June 2019

Overall GPA: 3.82/5.00

Honor Roll: 3 Years

**WORK EXPERIENCE**

The University of Scranton Bookstore, Scranton, PA, 08/2020 - Present

Sales Associate, $11.50 per hour

Temporary

Donald Drasba (570) 941-7454

* Serve as cashier and stock the floor during operating hours
* Count cash drawer at end of the day to ensure an accurate balance of cash

**ACTIVITIES**

The University of Scranton Gaming Club, Scranton, PA, 08/2021 - Present

Treasurer

* Allocate the club budget for purchase of necessary equipment for club events
* Assist in the running of weekly club meetings

The University of Scranton Commuter Student Association, Scranton, PA, 09/2020 - Present

First Year Advisory Board; Communication Chair; Treasurer

* Allocate the club budget for purchase of necessary equipment and items for club events
* Work alongside fellow board members to organize and advertise for club events
* Assist first year students to develop an interest in the organization

**VOLUNTEER EXPERIENCE**

The University of Scranton VITA program, Scranton, PA, 02/2023 - Present

* Work TaxWise software to prepare tax returns for the 2023 tax year

First Lego League, Mount Olive, NJ, 11/2022 - 12/2022

* Learned the rules of the 2018 FLL game to oversee and score competing teams as a referee
* Promoted younger children’s interest in STEM activities

**PROFESSIONAL SKILLS**

* Italian, novice reading and writing
* Python
* TaxWise
* Bloomberg Terminal
* Microsoft Office Suites (Excel, Outlook, PowerPoint, Word)

**CERTIFICATIONS**

VITA Certification (11/2022)

Issued by IRS, Austin, TX

Valid 11/2022 - 12/2023