First Last City, State

Email@scranton.edu | LinkedIn URL (555) 555-5555

**EDUCATION**

**The University of Scranton,** Kania School of Management **Scranton, PA** *Bachelor of Science in Accounting; Minor in Marketing*  *Expected Graduated May 2024*

* Overall GPA: 3.60/4.00
* Omega Beta Sigma – Women’s Business Honor Society
* Will earn 150 credit hours by May 2025

**PRACTICAL EXPERIENCE**

**TurboTax Clarks Summit, PA**

*Accounting Intern January 2023-Present*

* Assist with preparing financial reports, observe bank statement reconciliations, and perform credit checks
* Analyze financial data to create and deliver presentations on financial performance
* Collaborate and communicate with accounting team and senior management in weekly meetings

**Smith and Associates Morristown, NJ**

*Accounting Intern May 2022-August 2022*

* Utilized ERP software to record financial transactions and reconcile customer accounts
* Shadowed head accountant to gain insight on how accounting software is being used within the field
* Interacted and communicated with customers to ensure needs were met

**Coal Creative Wilkes-Barre, PA**

*Business Development Intern December 2021-May 2022*

* Created blog posts on various topics each week for clientele
* Met with potential clients and followed up with additional questions
* Assisted with the updating of social media platforms
* Led and crafted social media campaigns

**Public Relation Student Society of America Scranton, PA**

*Vice President August 2020-May 2021*

* Collaborated with marketing team to campaign for a nonprofit organization
* Marketed and advertised around the University campus and local community
* Planned programs to help advertise University organizations through social media and public relations

**ADDITIONAL EMPLOYMENT**

**New Horizons Day Camp Livingston, NJ**

*Swim Instructor June 2021-August 2021*

* Assisted children and teens with special needs with proper swim techniques and ensured water safety
* Planned instructional sessions to ensure efficient classes

**LEADERSHIP EXPERIENCE**

**The University of Scranton NCAA Division III Swim Team** **Scranton, PA**

*Social Media Coordinator* *September 2021-Present*

*Varsity Swim Team Captain* *August 2020-Present*

* Motivate the team to work hard and achieve ultimate goals
* Participate in University lead athletic leadership training
* Act as team interface to coaches on any matters that arise within the team

*First Team All Landmark Conference* *2021&2023*

*Most Valuable Player* *2022*

**OTHER INFORMATION**

*Certifications:* Bloomberg Certification (December 2022), Google Analytics Certification (December 2022)

*Activities:* Business Club, Portfolio of Responsible Investment under Student Management (PRISM), Society

for Accounting Students, Women in Business

*Skills:* Bloomberg, ERP, Google Analytics, Microsoft Office Suites (Excel, Word, PowerPoint), Social Media (Facebook, Twitter, Instagram)