

NAME

email | phone
LinkedIn Link

EDUCATION

Name of College, City, MA

Anticipated Graduation: May 2021

Candidate for Bachelor of Science in Business Administration

Major: Accounting | **GPA:** 3.20 | **Major GPA:** 3.32

Honors and Awards: Name of Scholarship | Dean's List (Spring 2019)

150 credit hours completed by December 2021

ACCOUNTING EXPERIENCE

MP P.C., Springfield, MA

June 2019-September 2019

Accounting Intern

- Processed/reviewed tax returns and financial statements in a timely manner.
- August 2019 Employee of the Month.

RELEVANT COURSEWORK

Financial Accounting, Managerial Accounting, Intermediate Accounting I, Accounting Systems, Quantitative Analysis, Decision Support Systems, Microeconomics, Macroeconomics, Business Problem Solving with Excel

WORK EXPERIENCE

Six Flags New England, Agawam, MA

April 2016-August 2018

Rides Operator

- Operated amusement park rides and ensured that ride attendants were following strict safety protocol.
- Demonstrated a high level of service in a timely manner while maintaining park cleanliness.

Conte Door Service, Westfield, MA

June 2015-August 2018

Crew Member

- Assisted in organizing shop, loaded delivery trucks and labeled customer's garage door orders.
- Delivered shipments of scrap metal to salvage yards and proceeded to unload trucks into assemblage.

VOLUNTEER EXPERIENCE

Take and Eat Program, Agawam, MA

September 2013-June 2017

- Spent time every first Sunday of the new month preparing food for the elderly through St. John's Church.
- Assisted in cooking, packing, and delivering food for individuals in need.

COLLEGIATE ACTIVITIES

Hall Council

Courts Secretary

September 2019-Present

- Handle all things regarding organization between Hall Council members.
- Take notes and attendance during meetings for documentation and forward to the council representatives.

Accounting Association

August 2017-Present

Member

- Attend meetings in which alumni speak about their experiences in the field of accounting.
- Attend gatherings where representatives of major accounting firms describe work in their field.

Marketing Management Association

September 2018-Present

Member

- Participate in meetings where students practice their marketing skills in front of others.

SKILLS

Computer: JMP; Microsoft Office, including Word, Excel, PowerPoint, and Outlook

Languages: Intermediate Spanish, beginner Italian

Certifications: Cardiopulmonary Resuscitation (CPR)