

# Robin Sample

200 Freshman Village Residence Hall  
Geneseo, NY 14454  
555-555-5555  
rsample@geneseo.edu

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- OBJECTIVE** A position in public accounting leveraging analytical, communication, team and leadership skills to enhance effectiveness
- EDUCATION** **UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK**  
Master of Science in **Accounting**, Expected May 2011
- SUNY COLLEGE AT GENESEO**  
Bachelor of Science in **Accounting**, May 2010  
GPA: 3.41/4.0
- EXPERIENCE** **SUNY College at Geneseo Freshmen Residence Halls**  
**Resident Advisor**, 9/08 – 8/10
- Supervised and monitored all activity and interaction among 120 students residing on two floors of the hall to ensure a pleasant and respectful living environment
  - Advised individual students regarding life management issues to foster independence and ease transition to college life
  - Mediated conflicts and resolved issues, enforcing policy and disciplinary procedures when necessary to maintain order
  - Developed and implemented programming in the hall to promote the use of campus student services and extend the support system for residents
- ABC Tax Service**, Rochester, NY  
**Tax Intern**, Summer 2009
- Analyzed client financial information to accurately process and file both state and federal tax return filings
  - Delivered individualized service by consulting with each client to appropriately assess financial situation and tax filing profile
  - Expedited filings through the effective use of IT applications such as TurboTax and Excel
- Wegmans Food Markets, Inc.**, Fairport, New York  
**Customer Service Associate**, 10/06 – 9/08
- Provided thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
  - Teamed with other associates in collaborative manner to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
  - Displayed dedication and work ethic by offering to work extra shifts during busy periods
  - Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service
- COMPUTER SKILLS** MS Office: Excel, Word, Publisher, PowerPoint, Outlook and Access  
Accounting Software: MS Dynamics, Great Plains and TurboTax
- ACTIVITIES** Member, Accounting Society at SUNY College at Geneseo  
Volunteer, Habitat for Humanity, Monroe County  
Volunteer, Local Neighborhood Beautification Project, Geneseo, NY