

Shawn Example

222 Fictitious University Village Apartments

Amherst, NY 14260

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EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

Bachelor of Science, **Accounting**, June xxxx

GPA: 3.40/4.0

Plan to apply to MS program to complete 150-hour CPA requirement by June xxxx

EXPERIENCE

Volunteer Income Tax Assistance Program (VITA), University at Buffalo

Volunteer Tax Preparer, UB Chapter of Beta Alpha Psi, February xxxx-April xxxx

- Provided individualized tax preparation assistance/advice to low-income families in the Buffalo area, as part of essential and recognized VITA community service team
- Recommended tax solutions for families that were consistent with state and federal tax codes and GAAP principles
- Reviewed detailed financial statements, receipts and other relevant documents with the utmost care to ensure the accuracy and integrity of return filings

Ace Automotive Center, Cheektowaga, NY

Accounts Payable & Receivable Intern, May xxxx–December xxxx

- Managed all aspects of accounts payable and accounts receivable
- Reduced overdue accounts, approximately \$30,000, by contacting customers to collect overdue debts and offering repayment options
- Accelerated and improved accounts receivable status by assisting Controller and expediting invoice mailing process for better cash flow

Wegmans Food Markets, Inc., Amherst, New York

Customer Service Associate, June xxxx–March xxxx

- Delivered thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
- Teamed with other associates 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 in busy periods
- Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

ACTIVITIES

VP of Technicals, Beta Alpha Psi, Business Honors Fraternity, September xxxx–Present

- Arranged and coordinated professional presentations for members by alumni from accounting industry areas such as public, private and government

Practice Interviewer, School of Management, Career Resource Center Center

- Conducted practice interviews and provided improvement feedback for fellow undergraduates to help prepare them for behavioral interviews

Student Volunteer, UB Linda Yalem Memorial Run, University at Buffalo

TECHNICAL SKILLS

MS Office: Excel, Word, Publisher, PowerPoint and Access

Accounting Software: MS Dynamics, Great Plains and QuickBooks