

First and Last Name

Phone number | Email | LinkedIn URL

EDUCATION

Portland State University

Portland, OR

B.S. (or B.A.) in Business Administration: Accounting

Graduation: Month Year

Overall GPA: 0.00, Major GPA: 0.00

CPA Eligibility: Month Year*

- *List any minors or certifications you plan to earn. Include a "Relevant Coursework" section if you have taken any electives that showcase skills outside of your major coursework.*

List any other degrees earned. Do not list high school education or associates programs other than accounting.

**CPA Exam eligibility date is only required for students applying to public accounting positions*

EXPERIENCE

Company Name

City, State

Position Held

Start Month Year – End Month Year

- List your 3-4 of your most recent & relevant work experiences.
- In 2-4 bullet points, **describe how you shined in your position (i.e. your achievements and skills)**, not just your job responsibilities.
- Start each new statement with an action verb and avoid using "ing" verbs.

Company Name

City, State

Position Held

Start Month Year – End Month Year

- List your 3-4 of your most recent & relevant work experiences.
- In 2-4 bullet points, **describe how you shined in your position (i.e. your achievements and skills)**, not just your job responsibilities.

Note: even if you don't have work experience in accounting, highlight skills and experiences you have that transfer over to accounting (ex: leadership roles, teamwork, multi-tasking, etc)

If you have volunteer experience that essentially simulated a part/full time position, you can include it in this section.

HONORS & ACTIVITIES

Name of honor received or activity

Start Month Year – End Month Year

List any club or community involvement, and any other relevant activities in this section.

SKILLS

List any relevant technical skills you have (MS Excel, Alteryx, SQL, etc.)

List any language skills you have and your proficiency in them

Victor Viking

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EDUCATION

Portland State University

B.S. in Business Administration: Accounting
Overall GPA: 3.60, Major GPA: 3.85

Portland, OR

Graduation: June 2027
CPA Exam Eligibility: June 2027

EXPERIENCE

Bank of America Teller Coordinator

Portland, OR

October 2022 - Present

- Train, manage, and provide feedback to a team of tellers to ensure customer expectations and quarterly sales targets are met.
- Serve clients by tailoring product and service recommendations based on their needs.
- Respond to 130+ customer account inquiries per week in a timely manner.

Starbucks Coffee Barista

Portland, OR

May 2020 – October 2022

- Prepared a wide variety of beverages to customers in a high traffic location.
- Used multi-tasking skills to provide prompt and courteous customer service to patrons.
- Initiated monthly staff meetings to foster a strong team environment.
- Maintained a positive and proactive attitude when resolving customer complaints.

REI Sales Associate

Portland, OR

June 2019 – May 2020

- Featured as employee of the month multiple times.
- Built customer confidence by actively listening to their needs and concerns.
- Leveraged subject matter expertise to provide customers with product recommendations that were tailored fit their personal needs.

HONORS & ACTIVITIES

Accounting Club
Vikings Club Soccer Team
Presidential Scholarship Recipient

December 2022 – Present
August 2021 – Present
September 2021 – Present

SKILLS

Microsoft Word, Microsoft Excel, Alteryx, OneSource Income Tax
Fluent in Spanish, Conversational in German