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YOUR NAME

emailaddress@utah.edu – linkedin.com/in/yourname
(801) 555-3333

EDUCATION

University of Utah, David Eccles School of Business

Bachelor of Science in Accounting

Undergrad GPA: X.X , Accounting GPA: X.X

CPA Eligible Spring 20XX

Honors

- Dean's List Spring 20XX

Master of Accounting, Tax Track (anticipated)

GPA: X.X

Salt Lake City, UT

May 20XX

May 20XX

EXPERIENCE

Wasatch CPA

Accounting Clerk

Salt Lake City, UT

August 20XX – Present

- Verify the sources and processes by which information is produced to ensure accuracy within the company
- Maintain business relationships through face-to-face and electronic communication with clients
- Identified 6 control deficiencies through internal control inspections
- Organized a team to explore the internal use of the client management system to increase productivity

Media Play

Sales Associate/Department Lead

Salt Lake City, UT

July 20XX – March 20XX

- Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue
- Reported data by using Excel and QuickBooks which led to increased analytics accuracy
- Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

Mammoth Mountain Ski Resort

Sales Representative

Mammoth, CA

September 20XX – January 20XX

- Designed marketing literature and organized distribution efforts that led to record season pass sales
- Communicated daily with over 25 clients to ensure their future business and resolve any conflicts

ACTIVITIES

Women in Business, University of Utah

Vice President

Salt Lake City, UT

August 20XX – Present

- Coordinated registration, decorating and staffing of event which generated over \$500 to benefit women experiencing homelessness
- Developed marketing strategy to increase participation of students through various events as well as connect them with mentors

YMCA

Youth Volunteer Coordinator, Member

Salt Lake City, UT

May 20XX – Present

- Planned fundraising campaign which raised over \$5,000 for low income youth snowboarding programs
- Organized logistics and activities for formal dance, including transportation, catering, and entertainment
- Supervised marketing committee for national conference, increasing participation by 20% over previous year by using social networking strategies

INTERESTS

- Enjoy traveling to national parks, snowboarding, and practicing Spanish with friends