# Entry-Level Accounting Resume

# Youremail@gmail.com Phone

City, State LinkedIn URL, Website

Recent college graduate with internship experience at Fortune 500 companies. Seeking to leverage exceptional accounting skills and academic knowledge to gain the entry-level accounting position at your firm. Dedicated, competent, and detail-oriented individual with the capacity to go beyond what is expected and achieve company goals.

# Educational Background

**North Dakota University Fargo, ND**

*Bachelor of Science in Accounting and Finance, May 2016*

* Minored in Business Administration
* Distinguished member of university’s Accounting Society
* **Relevant Coursework:** Advanced Financial Accounting and Reporting, Accounting Systems, Income Tax for Corporations, Cost/Managerial Accounting
* GPA: 3.75/ 4.0

# Professional Experience

**Marriott International Fargo, ND**

*Accounting Intern December 2015 – April 2016*

* Helped manage payroll and the registration of employees to Jobs and Pensions service for our 150+ employee branch.
* Reviewed, prepared, and issued bills and invoices from over 300+ clients.
* Assisted with incoming earnings and outgoing payments.
* Organized files, records, cash, and cash equivalents to comply with policy and procedure.

**Potter & Bukowski Fargo, ND**

*Finance Intern May 2013 - July 2013*

* Helped prepare company debit and credit documents for 4% of our client base.
* Analyzed financial data to ensure it was recorded and reconciled.
* Conducted ad hoc financial analysis under senior accountant supervision.
* Assisted in daily and weekly audits of accounts, vouchers, and statutory records.

# Additional Skills

* QuickBooks certified
* Experienced with Enterprise Resource Planning (ERP)
* Familiar with GnuCash, Quicken, and ZipBooks software
* Working proficiency in Spanish
* Native fluency in German