Jack Smith
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Profile

Dedicated accounting student seeking an internship to support CPA accreditation objectives. Completed 32 credit hours of accounting work, including classes in managerial accounting, cost accounting, and audit with a 4.0 GPA. Experience in small business bookkeeping and reporting.

Education

Bachelor of Science in Accounting
The Ohio State University, August 2018 to May 2022 (anticipated)

Relevant coursework includes:

- Accounting and economic principles
- Business law
- Taxation
- Audit and assurance
- Cost and managerial accounting

Professional Experience

Bookkeeper, Small Accounting Corp, Columbus, OH
December 2019 to present

- Enter journal entries corresponding with both revenue and expenses
- Track accounts receivable and accounts payable to support the billing process for general company expenses
- Support monthly close, including closing out accounts, making reconciling entries and running financial statements
- Prepare invoices to send to clients and suppliers
- Work with treasury to manage cash flows and bank account balances

Administrative Intern, Tax Prep LLC, Columbus, OH
May 2019 - September 2019

- Answered phones, greeted clients at the front door and prepared for client meetings
- Replied to new client emails with information about the firm, including services and pricing schedules
- Organized client information, including receiving, scanning and cataloging tax records

- Supported the tax preparation process, including data entry into tax prep software and organizing client communication regarding return submission and IRS examination
- Offered general administrative support to CPAs, including scanning, faxing, filing and initiating client contact

Key Skills
- Attention to detail
- Experience with accounting software, including QuickBooks and ProSeries
- Expert Microsoft Excel skills
- Foundation in the principles of accounting
- Knowledge of financial statements