

Michael Hamill
(123) 456-7890
youremail@email.com
123 Main Street, Los Angeles, CA 33333

Profile

College graduate with three years of accounting internship experience. Possesses CPA certification and has the ability to work long and flexible hours. Proficient in multiple software platforms including QuickBooks and Quicken with the ability to learn quickly. Proven team leader who works well with others yet can work alone with success.

Key Skills

- Able to perform budget planning for medium to large groups
- Can perform multiple accounting tasks with attention to detail
- CPA certification
- Knowledgeable in NetSuite software
- Knowledgeable of accounts receivable and payable
- Organized and pays close attention to detail
- Strong written and verbal skills

Education

Bachelor of Science in Accounting, GPA 3.9

Los Angeles University, Los Angeles, CA, May 2015 – May 2018

- Minored in Business Administration
- Member of the University's chapter of the Accounting Society

Professional Experience

Accounting Intern, Woolworth's Incorporated, Los Angeles, CA

October 2017-November 2019

- Assisted in preparing debit and credit documents for a client base of over 100
- Helped with the weekly audit of varying accounts
- Learned Quicken and ZipBooks Software
- Organized files and maintained records for the current list of clients and vendors
- Assisted the team leader on new company projects
- Collaborated with other interns to complete key projects
- Detail-oriented when working under tight deadlines
- Ability to perform complex accounting procedures and provide assistance to support staff