



# John Bergsen

Dedicated accounting student with a 4.0 GPA to date. Completed 32 credit hours, including classes in auditing, cost accounting, and managerial accounting. Recent work experience in small business bookkeeping. Well-versed in accounting software such as QuickBooks and ProSeries. Naturally curious and eager to learn new finance systems and procedures.

## Work Experience

### Bookkeeper

Small Accounting Corp, Detroit, MI | May 2022 to September 2022

- Made journal entries corresponding with revenue and expenses
- Tracked accounts payable and receivable to support billing for general company expenses
- Supported monthly close by closing out accounts, reconciling entries, and running financial statements
- Prepared client and supplier invoices
- Worked with treasury to manage cash flows and bank account balances

### Administrative Intern

Tax Prep LLC, Detroit, MI | May 2021 to September 2021

- Answered phones, greeted clients, and prepared for client meetings
- Replied to new client emails with information on the firm's services and price schedules
- Received, scanned, and cataloged clients' tax records
- Supported tax preparation by entering client data and organizing written communications

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## Education

Candidate: Bachelor of Science (BS) – Accounting  
University of Michigan, Ann Arbor |  
expected May 2023 | 4.0 GPA to date

Relevant coursework includes:

- Accounting & Economic Principles
- Audit & Assurance
- Business Law
- Corporate Finance
- Cost & Managerial Accounting
- Taxation

## Key Skills

- Accounting Principles
- Advanced Microsoft Excel
- Client Relations
- Data Gathering & Entry
- Financial Statements Analysis
- General Ledger
- Writing & Editing
- Workflow Documentation