

BOOMER BEAR

Springfield, MO 65807 • sample123s@missouristate.edu • (417) 555-1234

EDUCATION

Bachelor of Science in Accounting

Expected Graduation: May 20xx

Missouri State University - Springfield, MO

- Candidate for the CFP Exam in May 20xx

Associate of Arts in General Studies

May 20xx

Missouri State University/Liaoning Normal University - Dalian, China

PROFESSIONAL EXPERIENCE

Volunteer Income Tax Assistant (VITA)

January 20xx–May 20xx

Missouri State University - Springfield, MO

- Prepared individual income taxes for low-income families and international students
- Utilized TaxWise software to prepare and electronically file income taxes
- Reviewed the work of fellow volunteers for accuracy

Sales Associate

March 20xx–May 20xx

Retail Store LLC - Dalian, China

- Created and maintained store balance sheet, income statements, and closing entries
- Promoted services and product sales to customers
- Maintained a clean, neat workstation and completed necessary paperwork daily
- Pursued knowledge of current sales techniques and strategies for increasing repeat business

Hourly Shift Manager

April 20xx–August 20xx

McDonald's - Dalian, China

- Reconciled and verified bank deposits, controlling P&L issues and recording daily sales on cash sheets while assisting the General Manager with financial activities
- Supervised up to 12 crewmembers during day shift and effectively delegated responsibilities based upon store needs and employee skill set
- Facilitated system and safety training for new and current employees to help General Manager

COMPUTER AND LANGUAGE SKILLS

- *Accounting Software:* TaxWise, QuickBooks
- *Microsoft Office:* Word, Excel, Access, PowerPoint, Outlook
- Proficient in oral and written communication in both English and Chinese

ACTIVITIES

Accounting Club - Missouri State University

September 20xx–Present

- Received recognition as "Gold Chapter" from the Institute of Management Accountants
- Participate in developmental events such as guest speaker presentations, field trips, other professional activities

Beta Alpha Psi (BAP) - Missouri State University

September 20xx–Present

- Host events like the 20xx Missouri Valley Regional BAP meeting in Omaha, NE
- Interact and network with accounting and finance students, faculty, and professionals