

Accounting Student

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Hard working academically successful business/accounting student seeking audit internship for Spring 2021.

Education

University of Dallas, Irving, Texas Dec 2021

Master of Science, Accounting | GPA: 4.0 (CPA Eligible Jan 2022)

Bachelor of Arts, Business, Concentration in Accounting | GPA: 3.72 | Dean's List May 2021

- NCAA Athlete: Soccer Team Captain (Aug 2018 – Present): 25 hours a week
- Study Abroad: Rome, Italy
- President's Scholarship, Trustee's Scholarship

Related Coursework: Business Foundations, Financial Accounting, Managerial Accounting, Intermediate Financial Accounting I & II, Accounting Information Systems, Managerial Finance, Economics

Professional Experience

Accounting Intern, Enterprise Holdings, Irving, TX Jun 2020—Present

- Updated group accounts for approval and rewriting to the correct accounts.
- Documented fluctuations in accounts and researched issues for accounts, individuals, and other employees.
- Performed schedules for different accounts and developed journal entries.
- Performed audits at branches, airports and car sales divisions as well as communicated about areas of opportunity.
- Worked with business management in my region to forecast the month's operating profit.

Operations Intern, Condire Investors, Dallas, TX May—Aug 2019

- Executed daily tasks for managing company's cash flow.
- Managed the monthly task of bank reconciliations and created an electronic bank generated activity report to decrease the time allotted for reconciliation.
- Utilized Excel to create spreadsheets for taxable assets in the on-site plant to increase accuracy.

Real Estate Intern, JJJ Local Investors, LLC, Irving, TX Sep 2018-Jan 2019

- Launched and maintained CRM software improving communication with current and prospective clients.
- Formatted, edited, and supported new content to improve marketability and material.
- Organized and implemented accounting practices for owner/ solo-entrepreneur of the company to increase profitability and efficiency.

Leadership and Community Engagement

Upper Level Tutor, The Highlands School, Irving, TX Aug 2018—Present

- Facilitate weekly study hall sessions for 20-30 high school students and individually mentor 4 high school freshmen.

Volunteer Organizer, Society of St. Vincent DePaul, Dallas, TX Sept 2019--Present

- Organize fellow students to execute regular services to benefit local non-profit.

Technology Skills

- Excel (VLookup, Pivot Tables, SUMIFS)
- Quickbooks
- Infor XA Power-Link
- Business Continuity Planning and Strategy
- Business Impact Analysis
- Pipedrive