**Kelly R. Jones**

123 Main Street, Apt. 101

New York, New York 10001

Mobile: 202-555-1234

kellyjones@example.com

**Objective**

 Auditor position in the public accounting field in the Chicago area.

**Summary**

* More than two years of progressive accounting and auditing experience
* Auditor internship with Ernst & Young in New York City
* Magna Cum Laude graduate with BBA in Accounting
* Proficient with MS Office, Windows, and the Internet

**Education**

 **Bachelor of Business Administration in Finance, May 2021**

 **Illinois State University, Normal, Illinois**

 Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

 **Courses included:**

 Managerial Accounting Accounting for Not-For-Profits

 Financial Management Intermediate Accounting I & II

 Corporate Audit Managerial Economics

 Accounting I & II Internal Audit & Finance

**Experience**

 **Auditor Internship, June 2020-August 2020**

 **Ernst & Young, New York, New York**

* Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report
* Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors
* Developed several Excel spreadsheet macros currently in use for reducing entry time and automatically cross-referencing for errors
* Received Employee of the Month award twice—first intern ever to win the award

 **Accounts Payable/Bookkeeping Clerk, June 2019-August 2019**

 **Anytown Tax and Bookkeeping Service, Anytown, New York**

* Assisted (via remote) with payroll, tax, and account processing
* Developed automated monthly sales tax payment system
* Implemented Rapid Tax Refund service for individual customers

**Activities**

* Vice President, Student Accountancy Chapter, 2020-2021
* Treasurer, Beta Gamma Sigma honors society, 2020-2021
* Dorm Resident Assistant, 2019-2021

©2021 CollegeGrad LLC. All rights reserved. For personal, individual use only. Templates available for free download at [CollegeGrad.com/resumes](https://collegegrad.com/resumes)