

# Aaron Accounting

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## EDUCATION

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La Salle University, Philadelphia, PA

Expected May 20XX

### Bachelor of Science in Business Administration

GPA: 3.93/4.0

- Major: **Accounting** (Anticipated 150 Credits)
- Awards: Dean's List (Spring 20XX and Fall 20XX), Maguire Scholars Program, Founders Scholarship
- Relevant Coursework: Financial Accounting, Intermediate Accounting I and II, Auditing, Cost Accounting, Income Tax

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## ACCOUNTING EXPERIENCE

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**Marcum LLP**, Bala Cynwyd, PA

*Tax Intern*

January 20XX – Present

- Prepare individual income tax returns and fiduciary tax returns for estates and trusts
- Support supervisor when filing business income tax returns for partnerships and corporations
- Organize clients files and paperwork on a consistent basis
- Assist manager to ensure the proper credits, deductions, and tax liabilities were applied to tax returns, according to Publication 17 Federal Tax Code.
- Work primarily with the company's tax department and interacted with the firm's senior accountants, managers, and partners on a daily basis
- Actively maintains a productive schedule in accordance with time budgets

**MorisonCogenLLP**, Bala Cynwyd, PA

*Tax Preparer Intern*

August 20XX – December 20XX

- Utilized QuickBooks to record expenses and payroll for business clients
- Created invoices, adjusted entries and performed bank reconciliations in QuickBooks and Quicken
- Ensured appointment schedule allowed adequate time to fulfill customers' needs
- Visited clients for an audit under senior level staff supervision

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## WORK EXPERIENCE

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**United Parcel Service**, Horsham, PA

Summer 20XX - Present

- Work an average of 25 hours per work while maintaining a full-time class schedule
- Sort customer packages into the proper area and load customer packages into the corresponding truck
- Organize and sort irregular packages into the proper truck

**Cichetti and Delligatti Orthodontics**, Philadelphia, PA

May 20XX - September 20XX

- Sterilized the equipment after every usage and maintained a clean and safe working environment
- Developed and duplicated x-rays for clients and orthodontic assistants

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## ON-CAMPUS LEADERSHIP & INVOLVEMENT

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**Delta Sigma Pi**, *Vice President of Professional Activities*

January 20XX - Present

- Schedule professional events for the Fraternity including workshops and guest speakers

**La Salle School of Business Dean's Advisory Board**, *Member*

August 20XX – Present

- Represent business students at meetings with the Dean to create community within the school

**La Salle Investment Club**, *Member*

September 20XX – Present

**Habitat for Humanity**, *Volunteer*

May 20XX

**St. Mary's Food Drive**, *Volunteer*

November 20XX

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## TECHNICAL SKILLS

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Microsoft Office (Word, Excel, PowerPoint), SAP, Wireshark, Bloomberg Market Concepts Certified, Linux, phpMyAdmin, Tableau, PDF-XChange Editor