

## Aaron Accounting

10 Ben Franklin Ave. Philadelphia, PA 19127 ▪ 215-123-4567  
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### Education

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La Salle University, Philadelphia, PA

**Bachelor of Science in Business Administration**

Expected May 20XX

- Major: **Accounting** (150 credits ready by December 20XX)
- Major GPA: **3.62**; Overall GPA: 3.22
- **School of Business Dean's List** (Spring 20XX and Fall 20XX)

### 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
- Prepare business income tax returns for partnerships and corporations
- Organize clients files and paperwork on a consistent basis
- Responsible for maintaining a productive schedule in accordance with time budgets
- Work primarily with the company's tax department and interacted with the firm's senior accountants, managers, and partners on a daily basis

**MorisonCogenLLP**, Bala Cynwyd, PA

*Tax Intern*

Fall 20XX

- Prepared individual income tax returns and fiduciary tax returns for trusts
- Prepared business tax returns for the firm's small business clients
- Assisted with bookkeeping for clients in order to develop the papers necessary to complete the tax return
- Visited clients for an audit under senior level staff supervision
- Worked primarily with the company's tax department and interacted with the firm's senior accountants, managers, and partners on a daily basis

### 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

Summer 20XX - Winter 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

**Saladworks**, Bensalem, PA

Summer 20XX - Spring 20XX

- Responded to customer complaints and questions in a friendly and sufficient manner
- Handled customer transactions throughout the day and kept the cash register balanced
- Awarded employee of the month multiple times

### Leadership & Activities

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Organized multiple fundraisers (Susan G. Komen Fund and National Autism Association)

Participated in The Lasallian Day of Service

### Skills

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Proficient in ProSystems FX, MS Excel, Word, and PowerPoint

Familiar with QuickBooks and GoFileRoom