# JANE PROTOTYPE

333 Fictitious University Village Apartments

Amherst, NY 14260

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OBJECTIVE

 A CPA-track position in public accounting leveraging accounting, teamwork, leadership and

Communication skills to improve service

EDUCATION

 UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

BS in Accounting/MBA Registered Accounting Program, Expected May 2015

GPA: 3.55/4.0

Selected for accelerated 3/2 combined-degree program based on academic achievement

PROJECTS

## Volunteer Income Tax Assistance Program (VITA), University at Buffalo (UB)

Volunteer Tax Preparer, Through UB Chapter of Beta Alpha Psi, Spring 2013

 • Provided individualized tax preparation assistance/advice to low-income families in the Buffalo

 area, as part of essential and recognized VITA community service team

 • Recommended tax solutions for families that were consistent with state and federal tax codes and

 GAAP principles

 • Reviewed detailed financial statements, receipts and other relevant documents with the utmost

 care to ensure the accuracy and integrity of return filings

## Ace Automotive Center, Cheektowaga, NY

## Accounts Payable & Receivable Intern, summer 2012

 • Managed all aspects of accounts payable and accounts receivable

 • Reduced overdue accounts, approximately $30,000, by contacting customers to collect overdue

debts and offering repayment options

• Accelerated and improved accounts receivable status by assisting Controller and expediting

invoice mailing process for better cash flow

## Wegmans Food Markets, Inc., Amherst, New York

## Customer Service Associate, 10/2010 – 05/2012

• Extended thoughtful service to customers to build goodwill, enhance satisfaction and reinforce

Wegmans’ positive brand identity

• Teamed with other associates in collaborative manner to efficiently complete important

maintenance and cleaning tasks assuring a neat and clean store for shoppers

• Displayed dedication and work ethic by offering to work extra shifts during busy periods

• Supported co-workers by rotating into various departments as necessary to maintain swift and

outstanding customer service

# ACTIVITIES

VP of Technicals, Beta Alpha Psi, Business Honors Fraternity, 05/2012 to 05/2013

• Arranged and coordinated professional presentations for members by alumni from accounting

industry areas such as public, private and government

## Practice Interviewer, School of Management, Career Resource Center Center

• Conducted practice interviews and provided improvement feedback for fellow undergraduates to help prepare them for behavioral interviews

Student Volunteer, UB Linda Yalem Memorial Run, University at Buffalo

COMPUTER Microsoft Office: Excel, Word, Publisher, PowerPoint, Outlook and Access

SKILLS Accounting Software: Microsoft Dynamics, Great Plains and TurboTax