

Sample Student- Business (Accounting)

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EDUCATION

Fitchburg State University, Fitchburg, MA

May 2025

Bachelor of Science in Business Administration, Concentration in Accounting

Relevant Coursework: Financial Accounting, Managerial Accounting, Financial Reporting Theory and Practice I, II and III, Taxation, Cost Accounting, Business Law

SKILLS

Computer: Microsoft Office (Excel, Access, PowerPoint, Word) SPSS

Languages: Spanish (fluent), French (intermediate)

INTERNSHIP EXPERIENCE

Dube & Hazelwood, PC, Leominster, MA

Accounting Intern

May 2023-August 2023

- Assisted with month-end financial close processes, including journal entry preparation and account reconciliations
- Conducted financial analysis to support decision-making processes, such as variance analysis and trend analysis
- Assisted in the preparation of financial statements, including balance sheets, income statements, and cash flow statements
- Participated in audit engagements, performing substantive testing and documentation in compliance with auditing standards
- Provided administrative support to accounting team members, including organizing files and scheduling meetings

WORK EXPERIENCE

No Way Out Gym, Fitchburg, MA

Front Desk Operator/ Personal Trainer Assistant

March 2022 - Present

- Conduct front desk operations to 100+ clients daily including appointment reminders, filing, and answering phone calls to ensure a welcoming environment
- Inform clients of promotional services, conduct gym tours and informational sessions for prospective members, resulting in a 10% increase in memberships
- Respond to member questions and ensure a safe training environment

VOLUNTEER EXPERIENCE

Boston Children's Hospital, Boston, MA

Athletic Engagement Volunteer

October 2022-May 2023

- Engaged with patients through play and games
- Escorted patients' families and visitors to their required destinations