

Everly Webber

Los Angeles, CA | (310) 555-5555 | ewebber2e2@gmail.com | linkedin.com/in/ewebber2e2

EDUCATION

University of California, Irvine June 20XX
Bachelor of Arts in Business Administration, Emphasis in Accounting CPA Eligible June 20XX
GPA: 3.52, Dean's Honor List: 5 quarters

RELEVANT EXPERIENCE

Volunteer Income Tax Assistance (VITA), Irvine, CA December 20XX — Present
Income Tax Preparer Volunteer

- Assist low-income and elderly residents in preparing their Form 1040 tax returns by performing an intake/interview process to ensure the collected information is accurate
- Process tax returns by utilizing professional tax software, *TaxSlayer Pro*, to efficiently input gathered data
- Complete three training sessions to learn about up-to-date tax information to inform taxpayers about special tax credits for which they may qualify, such as Earned Income Tax Credit and Child Tax Credit

UCI Accounting Association Leadership Development Program, Irvine, CA October 20XX — Present
Mentee

- Navigate accounting topics, including CPA requirements and professional etiquettes, through 12 weekly workshops
- Network with peer mentees and mentors to create a culture focused on teamwork and professional development

WORK EXPERIENCE

Purchasing Department, School of Engineering, Irvine, CA September 20XX — Present
Student Assistant

- Reconcile purchasing documents and ledgers in Kuali Financial System to ensure an accurate accounting record by matching source documents with the balances in each account
- Provide general clerical and administrative assistance such as scanning and filing completed purchase requests to maintain an organized documentation
- Assign travel, business, and miscellaneous reimbursements to appropriate staff after reviewing and performing accurate data entry of the reimbursements requests to ensure work efficiency

UCI Division of Career Pathways, Irvine, CA December 20XX — Present
Career Education Administrative Assistant

- Correspond with guest speakers to provide event details to ensure that event logistics run smoothly
- Manage the front desk at major career events such as the Fall Career Fair and provide exceptional customer service through quick guest check-ins and answering questions
- Facilitate career counselor initiated events, including the annual Career Discovery Series, by supporting administrative tasks such as organizing panelists' biography and creating name tents

Zoodles and Noodles, Sacramento, CA June 20XX — April 20XX
Part-Time Server and Cashier

- Greeted 100+ customers per day and ensured each customer was satisfied with their orders
- Maintained clear communication with co-workers and staff in the kitchen to provide quality service
- Balanced registers and reconciled cash by matching the amount with receipts before and after each shift

SKILLS & INTERESTS

Computer: Microsoft Office (Word, Excel, Powerpoint, Outlook)

Interests: Event Planning, Community Involvement, Exercising, Cooking