

# SANDRA STUDENT

City, ST Zip Code | Email address | Phone # | LinkedIn URL

## EDUCATION (required)

**University of California, Irvine, The Paul Merage School of Business, Irvine, CA**

**CPA Eligible: XX/XXXX**

Master of Professional Accountancy

GPA: X.X/X.X

**School Name, City, ST**

**XX/XXXX**

Bachelor of Business Administration, Accounting Emphasis

GPA: X.X/X.X

## EXPERIENCE (required)

**COMPANY NAME, City, ST**

**Summer XXXX**

### Accounting Intern

- Audit bank transactions by analyzing and comparing various sales reports to ensure clients switching to QuickBooks have efficient and precise data inputs for their accounts.
- Execute monthly bank reconciliations by verifying sale receipts and bank checks to prevent banking errors and maximize end of the month cash balances.
- Adjust journal entries and match bank transactions by transferring proceeds to their correct accounts in order to organize business funds and maximize monthly profit.

**COMPANY NAME, City, ST**

**XX/XXXX – XX/XXXX**

### Accounting Intern (XX/XXXX – XX/XXXX)

- Reconciled bank statements monthly and quarterly, ensuring accuracy of cut off periods and amounts to maintain accurate books.
- Prepared 1065, 1120s, and 1040 tax returns, TB's, and scenario to assist in tax planning.
- Posted bank feed and credit card transactions to ledgers, verifying accuracy of amount and account allocations in order to produce timely financial reports.
- Corresponded with 3<sup>rd</sup> parties such as FTB, IRS, and banks on behalf of clients to verify payments and the accuracy of provided information.

## OPTIONAL SECTIONS (see next page for format)

LEADERSHIP

PROJECTS, ACTIVITIES & VOLUNTEER

ADDITIONAL INFORMATION

SKILLS

CPA CERTIFICATIONS

## OPTIONAL SECTIONS format

### LEADERSHIP EXPERIENCE

**XXXX Association**, UC Irvine, CA

**XX/XXXX – XX/XXXX**

#### **Vice President of External Affairs**

- Coordinate with other board members in weekly meetings to discuss plans and organize professional events.
- Improve collaboration among club initiatives by developing a strategic communication plan and disseminating to club members.
- Mentor members for recruitment through professional development workshops and by providing job listings.

### PROJECTS & ACTIVITIES

**XXXX**, Orange County, CA

**XX/XXXX – XX/XXXX**

#### **VITA Tax Preparer (Volunteer)**

- Increased efficiency of the tax preparing process by communicating with 10+ clients about their filing statuses and tax forms to ensure correct information is inputted onto their intake sheets.
- Assisted taxpayers by using their federal, state, and local codes to ensure they receive the maximum benefit permitted under government laws.
- Provided high-quality service to clients by uncovering potential deductions and credits, advising against potential tax liabilities, and ensuring that clients do not pay unnecessary taxes.

**International Financial Reporting Project**, UC, Irvine, CA

**Winter XXXX**

- Collaborated with a group to compare accounting methodologies of Tesla and Group PSA by establishing strategy, identifying conflicts of interest, comparing risk factors, and analyzing figures.
- Reviewed and analyzed two company financial reports by collating into one comparative report that outlined corporate, operational, and financial reviews.
- Analyzed the differences between GAAP and IFRS practices and their subsequent impact on financial company ratios.

### SKILLS

**Computer:** Proficient in MS Excel, QuickBooks, TaxProSeries, Python, Tableau

**Language:** Fluent in Spanish

### ADDITIONAL INFORMATION

- Running (L.A. Marathons), Kick Boxing, Dance (Ballroom and Tango) and Notre Dame Football.

### CPA CERTIFICATION

- **CPA Examinations, Passed all 4 Sections (FAR, AUD, BEC, REG).**
- Licensure pending ethics exam and educational requirements to be met upon graduation.
- For shorter time periods, can use seasons (Summer, Fall, Winter, Spring and year).