FirstName LastName

Towson, MD ~ 202-555-5555 ~ tstudent@gmail.com

# EDUCATION

***Bachelor of Science, Business Administration - Accounting*** May 20XX Towson University, Towson, MD

Overall GPA: 3.75 *Major GPA: 3.9 Graduating with 150 hours*

# TECHNICAL SKILLS

* Databases and Languages: SQL Server 7.0 and 2000, T/SQL
* Operating Systems: Windows NT, Windows 98, Windows 2000, Windows XP
* Software: Crystal Reports, Enterprise Manager, Query Analyzer; MAS 90, MAS 200; Baan; Business Works; MS Word, Excel, Outlook; Quicken, QuickBooks, QuickBooksPro; Symbiator; Peachtree; Bluebird; EZ-SQL; Great Plains; Lotus 1-2-3; Pagemaker

# RELATED EXPERIENCE

Sunny Road Bank June 20XX-Present

***Portfolio Accountant Intern***, Baltimore, MD

* Verify cash existing for regular safety investment on USD 4B portfolio
* Estimate and send amortizations of each long-term fixed profit holdings
* Calculate net asset amount of funds on monthly basis
* Compute interest accruals on fixed returns securities

Accountants, Inc. September 20XX-December 20XX

***Accounting Software Intern***, Baltimore, MD

Provided technical support for accounting software (MAS 90 and Business Works)

* Consulted with 15 clients on software solutions (demonstrations, installation and set-up; on-site training; troubleshooting)
* Collaborated with trouble-shooting team of five to develop software applications training curriculum

# MANAGERIAL EXPERIENCE

Friendly’s Restaurant April 20XX-Present

***Assistant Manager/Server/Host***, Towson, MD

* Train and manage team of 10 servers by implementing and teaching customer service protocol
* Maintain customer satisfaction surveys on the 90th percentile for two consecutive years
* Apply solution-focused, problem-solving skills while negotiating with dissatisfied customers
* Attend regional manager development conferences for food service professionals

# LEADERSHIP AND AFFILIATIONS

Black Student Union, Towson University August 20XX-Present

***Treasurer/Member***, Towson, MD

* Manage club accounts and create budgets for six service events per year
* Represent union at campus activities treasurers’ meetings

Accounting Club, Towson University August 20XX-May 20XX

***Member***, Towson, MD

