

Business Management Major / ACC Minor

Name

Address | City/Town, State, Zip Code | Email

OBJECTIVE

To obtain the position of Staff Accountant at XYZ.LLC

EDUCATION

Stony Brook University, Stony Brook, NY

05/2017

Bachelor of Science: Major: Business Management

Minors: Accounting, Applied Mathematics and Statistics, and Leadership

- On track to enter MBA Program- CPA Track

GPA: 3.83- Dean's List

Related course work: Managerial Cost Analysis and Applications | Introduction to Business Statistics | Management and Operations | Business Leadership Program

EXPERIENCE

Manager of Acappella Group

08/2012 to 05/2013

School of Arts & Sciences, the Acappellas

- Supervised the communication of 16 members
- Organized events for the group to perform
- Controlled funding and disbursement of cash funds, including collecting dues and paying bills
- Collected Guardian and Medical Authorization forms for televised production

Volunteer Coach

08/ 2011 to 05/2013

Old Brook, Basketball Club

- Met 3 hours per week to teach advanced athletics such as shooting, dribbling, and passing a basketball to children ages 12-14
- Met 1 hour per week to exemplify sportsmanship and teamwork through basketball games and drills to children ages 3-12

LEADERSHIP ACTIVITIES & ACCOMPLISHMENTS

Vice President

08/2013 to Present

Stony Brook University, National Association of Black Accountants

- Collaborate with executive board to coordinate events
- Market events to students using social media and e-mail campaigns
- Recruit members and manage membership information for regional chapter

Member

08/2011 to 05/2013

Skaneateles, Music Honor Society

- Participated in four music events for the community including visiting nursing homes, hospitals, elementary schools, and the local Jewish Community Center

Member

National Society of Collegiate Scholars, USA

08/2013

SKILLS

Computer: Microsoft Office: Word, Excel, PowerPoint, QuickBooks, Bookkeepers, AceMoney

AWARDS

Stony Brook University, Spotlights Digication Page

08/2013

- Awarded to students who illustrate their knowledge and studies through their own ePortfolios

