

# Jane Doe

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## PROFILE

A very diverse background that includes excellent analytical skills, proficiencies in advanced computer programs including excel and access, superior planning and organizational abilities, comprehensive formal education, and forthcoming CPA accreditation.

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## EDUCATION

### Rawls College of Business, Texas Tech University, Lubbock, TX

Bachelor of Business Administration in Accounting and Finance

Graduation Date: December 2012

GPA: 3.423    Accounting GPA: 3.6    Finance GPA: 3.7

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## EMPLOYMENT

### American Heart Association

Intern, Accounting and Public Relations Departments

Lubbock, TX

04/10-Present

- Assist in and complete forecasting of department expenses
- Update general ledger accounts, and adjust accounts
- Plan several successful fundraising events and activities with the board of directors

### King Corporation

Sales Administrative Assistant- (Seasonal)

Cleburne, TX

06/09-Present

- Developed and designed a parts catalog
  - Developed and implemented an inventory control process
  - Maintain personnel files for all employees
  - Prepare entry and exit level paperwork
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## ORGANIZATIONS AND ACTIVITIES

Golden Key National Honor Society

2010-Present

The National Society of Collegiate Scholars

2010-Present

Beta Alpha Psi- Accounting and Finance Fraternity