

ACCOUNTING EXAMPLE

(Name)

(Address)	•	(City, State Zip Code)
(Main Contact Number)	•	(Email Address)

EDUCATION

Sam Houston State University, Huntsville, TX, B.B.A., Finance
Major G.P.A. 3.1. June 2007

Courses:

- Principles of Accounting I & II
- Intermediate Accounting III & IV
- Business Law
- Principles and Intermediate Fin. Mgt.
- Financial Statement Analysis
- Business Analysis/Statistics I & II
- Operations Mgt.
- Principles of Management
- Financial Institutions and Mkts
- International Economics
- Macro & Microeconomics
- Financial Derivatives & Risk Mgt.
- Finance-Investments
- Strategic Mgt. and policy

EXPERIENCE

Business Analyst/Consultant (Company Name) - Retail fabric and interior home decor
Ruidoso, NM August 2007-October 2007

- Studied cash flows through financial analysis.
- Reviewed the business in all segments using the S.W.O.T. approach.
- Developed a business plan to generate higher net income.
- Implemented steps within the business plan to achieve management's goals.

Teller (Company Name) - Southwestern bank with total assets of \$34.1 billion
The Woodlands, TX May 2006-August 2007

- Processed deposits and withdrawals for customer accounts.
- Managed account requests associated with fraudulent activity.
- Offered various financial products and services to customers.
- Maintained the cash drawer balance according to the regulatory standards.

Intern (Company Name) - Investment consulting firm
Washington D.C. July 2003-August 2003

- Evaluated financial statements, ratios, and charts for stock analysis.
- Processed stock purchase/sell tickets for clients.
- Carried out administrative duties (e.g. phone calls, faxes, etc.)

ACCOMPLISHMENTS

- Studied and prepared for the Series 7 securities test.
- National finalist within my D.E.C.A. (Distributive Education Clubs of America) organization based on business presentations.
- Member of the N.A.I.C. (National Association of Investors Corporation).

ADDITIONAL SKILLS

- MS Office 10.0 (MAC), PowerPoint, Word, and Excel.

REFERENCES AVAILABLE UPON REQUEST