

JOELLEN STUDENT

4424 University Drive, Apartment B • Post Office Box 2096 • Collegedale, Tennessee 37315
(423) 396-9261 • jstudent@gmail.com

OBJECTIVE

Obtain a position in a local public accounting firm and experience the different aspects of public accounting.

PERSONAL STRENGTHS

- Good interpersonal skills
- Detail oriented
- Strong work ethic

EDUCATION

Master of Accountancy

University of Tennessee at Chattanooga • Chattanooga, Tennessee
Graduation date: May 2009

Bachelor of Science: Business Administration and Management

Southern Adventist University • Collegedale, Tennessee
Graduation date: May 2007

RELEVANT KNOWLEDGE/SKILLS

Accounting

- Completed 60 semester hours of undergraduate Accounting courses at University of Tennessee at Chattanooga.
- Developed effective record keeping skills while working various assignments with Olsten Staffing Services.
- Acquired sales and accounting skills while working as a student salesperson.

Computer

- Proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
- Entered temporary employee records and schedules using IBM computer platform at Olsten Staffing Services.
- Utilized XYZ software to enter/maintain human resources data at McKee Foods Corporation.

Office Management

- Utilized effective office management skills working in various assignments with Olsten Staffing Services.
- Learned effective organization/time management skills working in various assignments with Olsten Staffing Services.
- Acquired knowledge of coordinating, recording keeping and scheduling techniques working in various assignments with Olsten Staffing Services.

WORK HISTORY

- **Assignment Employee** Olsten Staffing Services June 2008 - Present
- **General Worker** Southern Adventist University August 2007 - 2008
- **Student Salesperson** Washington Conference
Seventh-Day Adventists June 2006 - August 2007
- **Bakery Assistant** Southern Adventist University August 2005 - November 2006
- **Gym Desk Worker** Southern Adventist University August 2004 - May 2005

OTHER INFORMATION

Special interest in tax accounting
Plan to take the CPA examination in August 2009

JANE STUDENT
115 River Street
Chattanooga, TN 37403
(423) 283-1234
janestudent@utc.edu

OBJECTIVE

Seeking a position as an accountant with a corporate organization or public accounting firm. Gain exposure and training in auditing, review and analysis of financial statements and information systems.

QUALIFICATION SUMMARY

Over 3 years of general accounting/bookkeeper experience including work in accounts receivable, accounts payable, payroll, customer service and office management.

EDUCATION

Bachelor of Science in Accounting

University of Tennessee at Chattanooga

Graduation date: May 2009

GPA: 3.2

WORK HISTORY

- | | | |
|-----------------------------------|-----------------|----------------|
| • Bookkeeper | XYZ Corporation | 2008 - present |
| • Accountant | ABC Company | 2007 - 2008 |
| • Assistant Office Manager | DEF Enterprises | 2006 - 2007 |

RELEVANT QUALIFICATIONS

General Accounting

- Completed 60 semester hours of undergraduate Accounting courses
- Month end closings: journal entries, account analysis, reconciliation and production of monthly reports - XYZ Corporation
- Accounting and payroll documentation: spreadsheets and payroll entry and disbursement statements - ABC Company and XYZ Corporation
- Accounts reconciliation of asset and liability accounts - XYZ Corporation

Accounts Receivable

- Accounts receivable invoicing for three companies - ABC Company
- Receivables invoicing, cash receipts, customer collections/relations - XYZ Corporation
- Journal entry for receivables - XYZ Corporation

Accounts Payable

- Accounts payable invoicing for four companies - ABC Company
- Payables invoicing, batch processing, check runs, auto checks for recurring monthly payments - XYZ Corporation
- Month-end reconciliation including preparation of documentation and reports - XYZ Corporation and DEF Enterprises

Computer Applications

Proficient in MS Office, Word, Excel and Access