

# John Doe

123 Any Road, Houghton MI 49931  
123-456-7890 • jdoe@mtu.edu

---

## Education

Michigan Technological University

Houghton, MI

### BS Accounting

May, 2017

GPA: 3.56 • Cum Laude

---

## Professional Accounting Experience

**Accountant**, Wahlstrom's Restaurant

Marquette, MI, May 2015 – Current

- Monitoring and recording company expenses
- Performing accounts payable functions for restaurant expenses

**Internal Audit Intern**, Sentry Insurance

Stevens Point, WI, May – Aug 2014

- Completed compliance audits
- Assisted with risk-based audits
- Prepared a customer satisfaction presentation for VPs

**Data Entry**, MANCEF

Houghton, MI, Feb 2013 – May 2014

- Enter business transactions into QuickBooks

**Cash Office Specialist**, Shopko

Houghton, MI, April – Sept 2013

- Prepared daily confidential sales reports for management
  - Balanced registers from previous day
- 

## Leadership Roles and Experience

MTU Undergraduate Student Government

Sept 2014 - May 2015

### Treasurer

Sept 2015 - May 2016

- Managed \$300,000 Budget

Delta Zeta Sorority

### Secretary

Dec 2014 - Dec 2015

- Prepared and distributed meeting agenda and minutes, managed roster of members

### Treasurer

April - Dec 2014

- Managed incoming and outgoing cash flows on Billhighway, prepared reimbursements, raised dues

Kappa Sigma Iota (MTU Accounting Club)

Sept 2013 - May 2014

### Secretary

Dec 2014 - Dec 2015

Manage email list, in charge of meeting minutes, meeting agendas, and meeting attendance

---

## Co-Curricular Work Experience

**Learning Center Coach**, MTU Accounting Department

Sept 2014 – May 2015

- Worked 10 hours per week while maintaining full academic schedule
  - Tutored and mentored accounting students
- 

## Skills

- MS Office, Excel, Access, Outlook Express, MS Windows and Mac OS X