

# Tina Student

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## SUMMARY

Graduating accounting student with extensive co-op and internship experience, skills in tax preparation, internal audit, and data management; as well as campus involvement and leadership experience,

## EDUCATION

Michigan Technological University

### BS Accounting

GPA: 3.94 • Department GPA: 4.0

Kappa Sigma Iota (Accounting Club)-**President** (Fall 2015-Present) and **Treasurer** (Fall 2014-Fall 2015)

Beta Gamma Sigma | Dean's Student Advisory Council | SBE Dean Search Committee

Houghton, MI

**Expected December 2017**

## INTERNSHIP and CO-OP EXPERIENCE

**Tax Preparation Intern** | Rukkila Negro and Associates, CPAs, PC | Houghton, MI | Jan 2016 - Present

- Working 20-30 hours per week with full academic schedule
- Organizing tax clients' financial and personal information with exceptional precision and detail orientation
- Preparing Form 1040 tax returns with accompanying schedules using UltraTax software
- Clarify client tax information and discuss preparation options via phone, email, and in person

**Loan Operations Co-Op** | Superior National Bank and Trust Company | Hancock, MI | Oct 2014-Present

- Work 16-20 hours per week
- Demonstrated exceptional precision and detail orientation with loan file management
- Assisted in the implementation of an updated electronic scanning system

**Internal Audit Intern** | Donaldson Company, Inc. | Bloomington, MN | May – Aug 2015

- Discovered \$900,000 overstatement in amortization expense reported in a 10Q, communicated issue with Manager of Global Financial Reporting, documented error on Gap Log, and sent out Remediation Report
- Communicated on daily basis with employees at both the plant and Corporate levels to obtain and comprehend testing documentation and remediate failed tests
- Tested Entity Level Controls & SOX audit controls for Financial Reporting, Treasury, Payroll, & Inventory docs.
- Reconstructed account reconciliation preparation procedures with team of 6 and Corporate Controller
- Gathered, organized, and displayed information and generated reports using Excel and Oracle 11i and R12

## BUSINESS PROJECT EXPERIENCE

Project Objective: Title: Sarah Heinonen Massage and Bodywork Marketing Solutions

Objective: Develop marketing plan to promote services performed by Sarah of Sarah Heinonen Massage and Bodywork

- Collaborated with 5 team members and client to communicate ideas and solutions
- Performed Gap Analysis to diagnose problems within the company
- Constructed technical reports detailing brainstorming, analysis, teamwork, and solutions
- Conducted professional business meetings with team members
- Orally presented marketing solutions and final project to client, professor, and 20+ classmates
- Extensively used Excel and Oracle 11i and R12 to gather, organize, and display information and generate reports

## VOLUNTEER

- Career Services Assistant Fall 2014-Present
- Organist at Church 2007-Present
- PRISM (Local food shelf) and Bridging (Local home-goods shelter) Annually 2012, 2013, 2015

## TECHNICAL SKILLS

- VITA/TCE Certification
- CPE 1040 Tax Preparation Certification
- Microsoft Office Suite
- Jack Henry