

Accounting B. Student

Melbourne, FL 32904 | 555-555-5555 | email | LinkedIn

EDUCATION

Florida Institute of Technology, Melbourne, FL Dec 2023
Bachelor of Science in Accounting, GPA 3.7

Eastern Florida State College, Melbourne, FL Dec 2020
Associate of Arts Degree

SKILLS

Journal Entries, Financial Analysis, Deductive Reasoning, Collaboration, Effective Communication, Relationship Management, Customer Service, Microsoft Office including Excel

RELEVANT COURSEWORK

Eastern Florida State College, Melbourne, FL Summer 2021
Microsoft Excel Commands

- Determined balances of T-Accounts
- Input account names and values through cell references, basic math functions, and SUM functions
- Accurately and efficiently entered data from each account with close attention to detail
- Prepared the classified balance sheet from the T-Accounts

Accounting Cycle Project Spring 2021

- Organized nearly 50 accounts (cash, accounts receivable, inventory, prepaid insurance, etc.) into T-Accounts
- Recorded journal entries for each of the accounts to later post in the general ledger
- Adjusted the necessary journal entries to reflect unrecognized income and expenses
- Created a balance sheet, income statement, and statement of cash flows

Additional Courses: *Accounting Information Systems, Applied Financial Accounting, Cost Accounting*

WORK EXPERIENCE

Restaurant and Bar, Melbourne, FL Dec. 2018-Dec. 2019
Executive Leader

- Oversaw all front-of-house functions to ensure smooth daily operation of dining services
- Fostered top quality customer service by providing one-on-one training to new staff
- Collaborated with manager on duty to monitor and record product sales and perform nightly balances of four cash registers

Server July 2015-Dec. 2018

- Cultivated a positive atmosphere by welcoming patrons, asking thoughtful questions, and carefully recording each customer's order
- Maintained accurate and efficient service during high volume shifts
- Juggled as many as 10 tables at once on any given shift
- Upheld clean work environment

Brooklyn Pizza & Pasta, Viera, FL June 2014-June 2015
Delivery Driver