

# JANE PROTOTYPE

333 Fictitious University Village Apartments  
Amherst, NY 14260  
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- OBJECTIVE** A CPA-track position in public accounting leveraging accounting, teamwork, leadership and communication skills to improve service
- EDUCATION** **UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK**  
BS in **Accounting**/MBA Registered **Accounting** Program, Expected May 2015  
**GPA: 3.55/4.0**  
Selected for accelerated 3/2 combined-degree program based on academic achievement
- EXPERIENCE** **Volunteer Income Tax Assistance Program (VITA)**, University at Buffalo (UB)  
**Volunteer Tax Preparer**, Through UB Chapter of Beta Alpha Psi, Spring 2013
- Provided individualized tax preparation assistance/advice to low-income families in the Buffalo area, as part of essential and recognized VITA community service team
  - Recommended tax solutions for families that were consistent with state and federal tax codes and GAAP principles
  - Reviewed detailed financial statements, receipts and other relevant documents with the utmost care to ensure the accuracy and integrity of return filings
- Ace Automotive Center**, Cheektowaga, NY  
**Accounts Payable & Receivable Intern**, Summer 2012
- Managed all aspects of accounts payable and accounts receivable
  - Reduced overdue accounts, approximately \$30,000, by contacting customers to collect overdue debts and offering repayment options
  - Accelerated and improved accounts receivable status by assisting Controller and expediting invoice mailing process for better cash flow
- Wegmans Food Markets, Inc.**, Amherst, New York  
**Customer Service Associate**, 10/2010 – 05/2012
- Extended thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
  - Teamed with other associates in collaborative manner to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
  - Displayed dedication and work ethic by offering to work extra shifts during busy periods
  - Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service
- ACTIVITIES** **VP of Technicals, Beta Alpha Psi**, Business Honors Fraternity, 05/2012 to 05/2013
- Arranged and coordinated professional presentations for members by alumni from accounting industry areas such as public, private and government
- Practice Interviewer**, School of Management, Career Resource Center Center
- Conducted practice interviews and provided improvement feedback for fellow undergraduates to help prepare them for behavioral interviews
- Student Volunteer**, UB Linda Yalem Memorial Run, University at Buffalo
- COMPUTER SKILLS** Microsoft Office: Excel, Word, Publisher, PowerPoint, Outlook and Access  
Accounting Software: Microsoft Dynamics, Great Plains and TurboTax