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# ACCOUNTING INTERNSHIP CANDIDATE

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**Sarah Smith**

1 Legion Ct. Baltimore, MD 20887

[sarahsmith@aol.com](mailto:sarahsmith@aol.com) | 440-535-3575

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## Education

**University of Maryland**, Baltimore, MD  
**Bachelor of Science, Accounting**, - Cumulative GPA: 3.171

Expected September 2013  
*Graduating Early*

## Accounting Internship Experience

**Dewen, Addison, Schwartz & Company, LLC**, Bonville, MD

June 2012 to August 2012

### Accounting Intern

- ◆ Assigned to billable client projects that held priority in addition to intern assignments for professional development and learning. Billable projects included tax mapping in ProSystems, Quickbooks entries, account analysis, math checking and various excel-based projects.
- ◆ Recognized for taking a leadership role among the interns for this 30-person niche accounting firm that assisted clients with financial accounting and consulting services.
- ◆ Learned from senior leadership the essence of quality client service and business development practices.

**Johns, Kerry & Achen LLP**, Mt. Arlington, MD

February 2011-May 2011

### Audit/Tax Accounting Intern

- ◆ Assisted senior management and accounting professionals with 200+ tax preparations and municipal audits for this 150 employee regional MD accounting firm that services corporations and municipalities.
- ◆ Assigned to prepare and organize 1099s and other corporate tax-related documents. Entered information into ProSystems tax software to prepare file for the tax accountant to complete client returns.
- ◆ Supported the Auditing/Public Entity Department and conducted visits to municipalities sites with senior manager to assist on audit testing and reviews.

## Additional Business & Leadership Experience

**Sunvale Insurance Inc.**, Baltimore, MD

Spring 2007-Summer 2008

### Office Assistant

- ◆ Assisted with payroll preparation by calculating hours and auditing timecard entries for this 35-person firm.
- ◆ Entered accounts payable and invoices into QuickBooks; Paid and recorded invoiced bills to 30+ suppliers.
- ◆ Organized invoices in new filing system to improve information retrieval for the accounting department.

**Hollister**, Havre de Grace, MD

Spring & Summers 2008-August 2012

### Supervising Associate

- ◆ Assisted an average of 275+ customers per 8-hour shift with clothing purchases. Recorded an average of \$1500 in sales per hour on busy shifts and maintained accurate records on cash registers.
- ◆ Oversaw entire stockroom operation comprised of 10,000 inventory items valued at approximately \$500,000. Coordinated inventory flow to ensure product was populated on the floor to optimize sales.
- ◆ Managed 5-person team to conduct inventory audits biannually and populated management reports.
- ◆ Received positive performance reviews and increased responsibility consistently throughout tenure.

**The Baseball Station**, Baltimore, MD- **Baseball Instructor**

Winter Sessions 2010-Current

## Memberships

Member – Maryland Society of Certified Public Accountants

March 2011-Current

## Skills

Microsoft Office: Word, Excel, PowerPoint, Access, QuickBooks, ProSystems Accounting Software, Adobe PDF