

Paula Accounting

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EDUCATION

Flagler College, St. Augustine, FL
Bachelor of Arts in Accounting
Business Administration Minor

May 20XX

PROFESSIONAL EXPERIENCE

W.H. O'Connell CPA, St. Augustine, FL

20XX-20XX

Tax Preparation Intern

- Organized personal tax returns for over 100 clients
- Performed corporate write-ups using Excel for 10 subchapter S corporations
- Prepared other necessary Excel spreadsheets for tax preparation assistance

Campus Activities Board, Flagler College

Treasurer

- Managed a budget of \$12,000 for an organization that plans campus-wide events
- Successfully requested \$1,000 budget increase from Student Government Association
- Worked on an executive team of 8 other leaders to coordinate over 25 general body members

LPC Inc., Lake Mary, FL

20XX-20XX

Bookkeeper

- Converted bookkeeping duties to industry specific accounting software
- Managed A/R and A/P, monthly bank reconciliations
- Prepared form DR-15 monthly for sales tax remittance to State of Florida
- Instrumental in growing revenues to over \$400,000 annually
- Worked with Designer on various other projects

PLQ Construction, LLC, Orlando, FL

20XX

Bookkeeper

- Used cutting edge technology along with Quickbooks to keep books for out of state construction company
- Prepared bi-weekly payroll for 12 employees
- Filed forms with federal and state governments to organize business as a limited liability corporation

