

## Hireme Accountant

66 Elephant Road  
St. Augustine, FL 32084

(555) 333-6767  
haccount@flagler.edu

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### SUMMARY

Graduate with Bachelor of Arts in Accounting, Associate of Arts in Business Administration, with background in customer service, sales, and operations, seeks entry level position in accounting.

### PROFESSIONAL EXPERIENCE

**The First National Bank of Ipsilanti, St. Augustine, FL** **20xx-20xx**  
Teller

- Recognized by management and clients for superior customer service skills.
- Entered an average of 150 customer transactions daily.
- Encouraged customers to purchase multiple bank services with a 20% rate of sales.

**LM Adriatic & Associates PA, Jacksonville, FL** **20xx-20xx**  
Accounting Intern

- Utilized ProSeries tax software to prepare approximately 100 customer tax returns.
- Organized business clients' data to be used for financial audits and tax returns.
- Audited accounts for any indications of fraud.

**MNOP Brokerage, St. Augustine, FL** **20xx-20xx**  
Broker

- Closed over 20 accounts ranging in value from \$5,000 to \$100,000.
- Generated 2 new customers per month through marketing and referrals

### EDUCATION

Bachelor of Arts, Accounting **May 2014**  
Flagler College, St. Augustine, FL

Associate of Arts in Business Administration **May 2012**  
St. John's River Community College, St. Augustine, FL

### ORGANIZATIONS

Society for the Advancement of Management	Executive Vice Treasurer	20xx
The Society of Noahs' Descendants	Member	20xx -20xx
Hilton Head Ethics Symposium	Participant	20xx
Habitat for Humanity	Volunteer	20xx -20xx

