

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Profile

- Diligent accounting student currently pursuing a Bachelor of Science in Accounting at the University of Illinois. Strong academic record and practical experience in finance. Proficient in key accounting practices, including financial reporting and analysis, tax preparation, and budget forecasting. Knowledge of essential accounting software like QuickBooks and Excel.

Education

- Bachelor of Science (B.S.) Accounting | University of Illinois, Champaign, IL | expected May 2025 | 3.8 GPA to date

Relevant coursework includes:

- Advanced financial accounting
- Auditing
- Business law
- Managerial accounting
- Taxation

Key Skills

- Analytical thinking
- Budgeting and forecasting
- Excellent communication
- Financial reporting and analysis
- QuickBooks and Microsoft Excel
- Tax preparation

Experience

BANK TELLER | HANMI BANK, NAPERVILLE, IL | JUNE 2022 – PRESENT

- Process over 100 transactions daily, including deposits, withdrawals, and transfers
- Provide exceptional customer service, addressing account inquiries and educating customers on bank products
- Collaborate effectively with team members to maintain smooth branch operations
- Cross-sell banking products and services for a 20% increase in new account sign-ups and credit card applications
- Maintain high accuracy in financial transactions and record-keeping

TREASURER | FINANCE CLUB, UNIVERSITY OF ILLINOIS | SEPTEMBER 2021 – PRESENT

- Oversee a budget of \$15,000, ensuring transparency and accountability in financial management
- Generate detailed financial reports for club activities and expenditures
- Spearhead fundraising initiatives, increasing club funds by 30%
- Provide guidance on effective money management and investment of club funds

Academic Projects

CORPORATE FINANCIAL ANALYSIS PROJECT

COURSE: ADVANCED FINANCIAL ACCOUNTING – SPRING 2023

- Analyzed and interpreted financial statements of Caterpillar Inc.
- Conducted ratio analysis and evaluated financial health and performance trends
- Presented a comprehensive financial report with strategic recommendations