







Sandra Taylor

Accounting Intern

Dedicated accounting graduate with a solid academic background and a passion for financial analysis. Firm grasp of accounting principles, financial reporting, and auditing procedures. Seeking to apply knowledge and contribute to the organization's success by ensuring sound financial management.

CONTACT INFORMATION

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

KEY SKILLS

- Accounting principles
- Auditing
- Budget management
- Cross-team collaboration
- Customer service
- Financial analysis

EDUCATION

Bachelor of Science (B.S.) Accounting,
2022
Southern New Hampshire University,
Manchester, NH

PROFESSIONAL EXPERIENCE

Accounting Intern

Marriott International, Orlando, FL | February 2023 – present

- Help prepare monthly balance sheets and income statements for over 15 Marriott properties, ensuring accuracy and timeliness in financial reporting
- Conducted detailed analyses of accounts payable and receivable, reducing outstanding payments by 10% in 2023
- Use advanced Excel functions to automate repetitive tasks and improve productivity
- Co-developed annual budgets for various departments, offering valuable insights and helping cut costs by 5%
- Support tax preparation by gathering necessary documents to facilitate timely and accurate tax filing

Store Associate

Barnes & Noble, Orlando, FL | January 2021 – February 2023

- Served an average of 50 customers per day, handling inquiries and processing sales transactions
- Helped establish a new inventory tracking system that reduced stock discrepancies by 30%
- Used point-of-sale (POS) system to quickly and accurately process cash, credit card, and gift card payments
- Facilitated weekly book readings and author signing events to boost engagement
- Participated in a social media marketing campaign that increased sales by 15% during the summer 2022 promotional period

CERTIFICATIONS

- Graduate Accounting Certificate, Southern New Hampshire University, 2023