

Parry Cooper

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OBJECTIVE: Seeking an Accounting Internship for Summer 20XX utilizing organizational and problem solving skills.

EDUCATION

Bachelor of Arts in Business Administration, Major in Accounting Expected May 20XX

Washington State University (WSU), Vancouver, WA

Overall GPA 3.6/4.0, Accounting GPA 3.72/4.00

CPA exam eligible May 20XX

Education Abroad in Business, International Relations, and Spanish Summer 20XX

Universidad de Deusto, Bilbao, Spain

Participated in a 6-week summer program with classes taught in both Spanish and English, lived with a local host family and participated in 3 guided visits to local area companies to learn more about international business.

EXPERIENCE

Accounting Intern, Perkins & Co. Accounting Firm, Vancouver, WA Summer 20XX

- Maintained, analyzed and reconciled 50 accounts on a monthly basis.
- Reported organization's finances to management, and offered suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts.
- Assisted in the preparation of supporting schedules for auditors to verify appropriateness and accuracy.
- Analyzed and prepared income and expense accruals for over 10 clients.

Server, Applebee's Bar and Grill, Vancouver, WA June 20XX – May 20XX

- Promoted from hostess to server within one month and Received Top Sales Person Award July 20XX.
- Selected to train new representatives functioning as lead trainer, providing ongoing guidance and constructive feedback which increased trainee retention.

Assistant Manager/Staff Instructor, The Source Climbing Gym, Vancouver, WA March 20XX – May 20XX

- Hired, trained, and scheduled 14 employees through effective communication and organizational skills.
- Assisted customers with purchases of gym memberships resulting in top sales for the gym.
- Developed and implemented a sales plan which increased monthly numbers and led to consistently exceeding sales quotas for merchandise and memberships.

RELEVANT PROJECTS

Project Title, Name of Class, WSU Vancouver Semester 20XX

- Use bullets beginning with action verbs to describe the project. Remember to think of your audience as someone who knows nothing about what you accomplished or about your class at WSU.
- Include any technical/computer skills you used, data analysis techniques or concepts.
- When describing a group project make sure to emphasize specifically how YOU contributed to the project.

Project Title, Name of Class, WSU Vancouver Semester 20XX

- What was the result? Did you present your work? Where and to whom?
- Highlight business skills you demonstrated: teamwork, collaboration, analysis, market research, customer relationship management, writing skills, communication, presenting data, problem-solving, leadership.
- Be discrete and maintain confidentiality, you may not be able to identify the company you are consulting, but you want to give the reader an idea of what the project entailed but using generic identifiers such as local non-profit or local manufacturing company. Each project should only have about 3 explanatory bullets.

LEADERSHIP ACTIVITIES

Member, Institute of Management Accountants/Beta Alpha Psi, WSU Vancouver August 20XX – Present

Team Member, Disc Golf, WSU Vancouver March 20XX – Present

Teen Mentor, Big Brothers Big Sisters of America, Vancouver, WA January 20XX – November 20XX