

Sally N. Cruncher

123 Washington Street
Chicago, IL 60655
(213) 555-7890
scruncher@yahoo.com

PROFESSIONAL SUMMARY

- Accounting professional and current student studying business and accounting
- Outstanding customer service and communication skills
- Supervisory experience, including hiring, training, and team development
- Strong technical abilities, especially in Excel and QuickBooks

EDUCATION

Roosevelt University

Chicago, IL

Bachelor of Science in Business Administration, Accounting Major Anticipated: May 2019

- Minor: International Studies
- Related Courses: Advanced Financial Accounting, Cost Accounting, Advanced Auditing, Federal Income Tax, Management Information Systems
- Current GPA: 3.82

WORK EXPERIENCE

Manila Brand International

Evergreen Park, IL

Accountant I

October 2017-present

- Prepare tax returns, meeting federal regulations and compliance
- Code disbursements and cash receipts and post to general ledger
- Organize and manage cash flow as well as financial documents and statements
- Manage and track credit card transactions, reconciling receipts to statements and properly documenting and recording transactions

Internal Revenue Service

Chicago, IL

Tax Assistant Internship

May 2017-August 2017

- Entered data from 1040 and 941 tax forms into the Remittance Processing System
- Maintained records of outstanding accounts for follow up
- Managed accounts payable and receivable with detailed accuracy

Dave and Busters

Addison, IL

Shift Supervisor

November 2015-May 2016

Server

May 2013-November 2015

- Trained new associates on company procedures and customer service strategies to ensure best practices were followed
- Supervised and scheduled over 25 employees to ensure sufficient coverage
- Completed and submitted payroll and paperwork for hiring, termination, and reviews

COMPUTER SKILLS

QuickBooks, Remittance Processing System, and Microsoft: Word, Excel, Access, PowerPoint

EXTRACURRICULAR ACTIVITIES

Secretary, Roosevelt University Finance & Investment Club

August 2017-Present

- Prepare monthly meeting minutes and regular communications with members