

# First Last Name

523 Main Street, Olean, NY 14760 • 716.123.4567 • name16@bonaventure.edu

## EDUCATION

St. Bonaventure University, St. Bonaventure, NY  
Bachelor of Business Administration; Accounting (GPA: 3.9/4.0) May 20xx  
Beta Gamma Sigma International Business Honor Society  
¾ Intend to pursue a master's degree in Business Administration in Professional Accountancy with a completion date of May 20xx

Competitive EDGE Professional Development Program April 20xx  
¾ Institutionally recognized for completion of professional development seminar series

Jamestown High School, Jamestown, NY  
Advanced Regents Diploma with Honors Distinction June 20xx  
¾ GPA: 4.0/4.0

## RELEVANT EXPERIENCE

Budget and Purchasing Office, St. Bonaventure University August 20xx-present  
Intern  
¾ Assist with special analysis reports of budget based accounts as determined by the Budget Director  
¾ Perform data entry and assist with all budget workbook submissions including preparation of monthly departmental chargebacks and assigning accounting codes to purchasing transactions  
¾ Contact budget officers, vendors, and university departments for resolution of problems

Olean Business Development, Olean, NY May 20xx-present  
Intern  
¾ Collaborate with Director on financial analysis and forecasting  
¾ Assist with New York Main Street grant writing and other small business grants  
¾ Assess strategic plans and revenue expense ratios

Cattaraugus Region Comm Co

City of Jamestown, Jamestown, NY May-August, 20xx-20xx  
Senior Head Lifeguard  
¾ Supervised lifeguards, calculated bi-weekly payroll, maintained pool systems and ensured patron safety

## ACTIVITIES

¾ Member, Students in Money Management