

Grady S. Deloitte

123 Noble Ave., Oklahoma City, OK 55555
accountinguy@email.com (405) 5554-4321

OBJECTIVE

Detail oriented candidate seeking an entry-level accountant position utilizing strong knowledge of analytics and calculation abilities

EDUCATION

Master of Science, Accounting, Oklahoma City University, Oklahoma City, OK

Expected Graduation: December 2015

GPA 3.9 | *CPA Candidate*

HONORS

Ruby Chase Memorial Scholarship for Accounting, 2012-2013, 2013-2014, 2014-2015

W Stiller Scholarship, 2013-2014

Bachelor of Economics, Statistics, *University of Florida*, May 2011

EXPERIENCE

Student Data Analyst, *Institutional Research & Assessment, Oklahoma City University* May 2014 - present

- Conducted statistical analysis and assisted with report creation for undergraduate students' survey analysis

Accounting Internship, *Thomson & Associates, Midwest City, OK* March 2014

- Facilitated bank reconciliation and prepared monthly financial reports

IT Assistant, *Intergenerational Computer Center, Oklahoma City University* January - December 2013

- Provided support for an average of 30 community members per day for setup of classroom laptops and resolution of software and computer maintenance issues

Income Tax Assistant Student Coordinator, *Oklahoma City University* January - April 2013

- Assumed a leadership role for the organization and implementation of the Volunteer Income Tax Assistance initiative and served as a liaison between the group and the Oklahoma City community

Volunteer and Service

Student Accounting Society Treasurer, *Oklahoma City University* August 2013 – May 2014

- Created a budget for successful execution of accounting events and applied appropriated funds from SGA every semester

Income Tax Assistant Volunteer, *United Way, Oklahoma City, OK* Seasonal 2012 – present

- Prepared tax returns and provided assistance for eligible taxpayers in satisfying tax responsibilities

Accounting Tutor, *Learning Enhancement Center, Oklahoma City University* August 2012- present

- Provided academic support to 50 students by reviewing assignments and assisting with exam preparation

SKILLS

Technical: Strong computer skills in Microsoft applications, Intuit EasyACCT software and SPSS

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References:

Dr. Beth Stetson, CPA, JD
Chair, Associate Professor of Accounting Oklahoma City University
(405) 555-1234

Dr. Evan Shough, CPA
Associate Professor of Accounting
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Mary Wilmer
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