**YOUR NAME**

*Click on dialog boxes to review section comments. Delete dialog boxes before saving your resume.*

emailaddress@utah.edu – linkedin.com/in/yourname

(801) 555-3333

**EDUCATION**

**University of Utah, David Eccles School of Business** Salt Lake City, UT

*Bachelor of Science in Accounting May 20XX*

Undergrad GPA: X.X , Accounting GPA: X.X

*CPA Eligible Spring 20XX*

**Honors**

* Dean’s List Spring 20XX

*Master of Accounting, Tax Track (anticipated) May 20XX*

GPA: X.X

**EXPERIENCE**

**Wasatch CPA** Salt Lake City, UT

*Accounting Clerk August 20XX – Present*

* + Verify the sources and processes by which information is produced to ensure accuracy within the company
	+ Maintain business relationships through face-to-face and electronic communication with clients
* Identified 6 control deficiencies through internal control inspections
* Organized a team to explore the internal use of the client management system to increase productivity

**Media Play** Salt Lake City, UT

*Sales Associate/Department Lead* *July 20XX – March 20XX*

* Evaluated product profit margins and implemented employee training program to increase promotion of higher margin products which resulted in a 35% increase in revenue
* Reported data by using Excel and QuickBooks which led to increased analytics accuracy
* Dramatically improved customer loyalty score in department from 65% to 97% satisfaction

**Mammoth Mountain Ski Resort** Mammoth, CA

*Sales Representative**September 20XX – January 20XX*

* Designed marketing literature and organized distribution efforts that led to record season pass sales
* Communicated daily with over 25 clients to ensure their future business and resolve any conflicts

**ACTIVITIES**

**Women in Business, University of Utah** Salt Lake City, UT

*Vice President August 20XX – Present*

* Coordinated registration, decorating and staffing of event which generated over $500 to benefit women experiencing homelessness
* Developed marketing strategy to increase participation of students through various events as well as connect them with mentors

**YMCA** Salt Lake City, UT

*Youth Volunteer Coordinator, Member May 20XX – Present*

* Planned fundraising campaign which raised over $5,000 for low income youth snowboarding programs
* Organized logistics and activities for formal dance, including transportation, catering, and entertainment
* Supervised marketing committee for national conference, increasing participation by 20% over previous year by using social networking strategies

**INTERESTS**

* Enjoy traveling to national parks, snowboarding, and practicing Spanish with friends