

Sample Resume

LASELL STUDENT

1844 Commonwealth Ave
Newton, MA 02466
617-617-1010
lstudent@gmail.com

EDUCATION

Lasell University, Newton, MA
Bachelor of Science, Expected May 20XX
Double Major in Accounting and Finance
Minor in Mathematics
GPA: 3.7/4.0
Honors: Dean's List, Lasell Leadership Scholarship Program

EXPERIENCE

Bose Corporation, Framingham, MA Summer 2012
Accounts Payable Clerk

- Performed nationwide analysis for over 1,200 employee expense reports to predict cost-saving from proposed policy change
- Processed and verified employee expense reports and input into SAP
- Created system in Excel to capture detail of invoices per accounting clerk

Bose Corporation, Framingham, MA Summer 2011
Accounts Payable Clerk

- Processed employee expense reports
- Provided administrative support to department

Lasell University, Newton, MA Summer 20XX
MA Business Office Assistant

- Assisted in processing invoices using White Plains software to facilitate transactions between Lasell University faculty staff, and external vendors
- Ensured appropriate tax documents were received and maintained filing system for accounting records
- Prepared and coordinated printing and mailing of checks to ensure timely payments for services received

Lasell University Athletic Department, Newton, MA
20XX-20XX *Game Day Manager*

- Supervised XX student employees and coordinated activities
- Ensured proper set-up at athletic events\
- Posted, recorded, and called scores into newspapers

SKILLS

Proficient in Microsoft Office applications, White Plains and Peachtree, and SAP. Comfortable interacting with all levels of the organization with superior communication skill.