**Your Name Here**

 (205) 555-4444 swareham@crimson.ua.edu

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| **EDUCATION** | **Bachelor of Science in Commerce and Business Administration**The University of Alabama, Culverhouse College of Commerce, Tuscaloosa, AL, May 2017**Overall GPA**: 3.5/4.0 **Computer Skills**: Experience with QuickBooks and various accounting software**Language Skills:** Fluent in Spanish and intermediate knowledge of Italian.**Study Abroad,** Art History in Italy, The University of Alabama, June 2016* Traveled throughout Italy, immersed in its culture and society.
* Completed a four week study in the Art Patronage of Florence.
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| **WORK****EXPERIENCE** | **Internal Audit Intern,** HealthSouth Corporation, Birmingham, AL, May – August 2016* Audited cash for HealthSouth rehabilitation facilities with minimal supervision.
* Tested and documented SOX controls for HealthSouth internal audit department.
* Assisted in the implementation of a new Accounts Payable system.

**Assistant Kitchen Manager,** Artie’s Pizza, Gordo, AL, January 2014 – May 2015* Supervised up to eight employees while also cooking food and serving customers.
* Prepared and monitored work schedules for up to 10 employees.
* Developed an Excel spreadsheet to facilitate daily reconciliation of sales and receipts.

**Sales and Accounting Staff**, Bailey’s Clothing, Athens, AL, January 2013 – December 2013* Involved in all aspects of the business and highly proficient in Point of Sale Software.
* Computed payroll, worked with payroll service, and prepared payroll checks.
* Performed inventory control, monitored inventory levels, and prepared purchase orders.
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| **LEADERSHIP****EXPERIENCE** | **Treasurer,** Delta Phi Alpha Fraternity, Tuscaloosa, AL, August 2015 – present * Prepare and monitor the chapter’s $500,000 budget.
* Maintain chapter accounts, perform reconciliations, and prepare financial reports.
* Deposit and withdraw funds required to assure the chapter’s financial stability.

**Chief Justice,** University of Alabama Academic Honors Council, May 2014 – May 2015* Served as student voice on Culverhouse College of Commerce academic integrity issues.
* Collaborated with other council members to create fresh ways to foster the school’s standard on academic integrity and reinforce the Capstone Creed.
* Led planning for 1st Annual “Night with the Dean.”

**Head Counselor,** Red Retreat Camp, Prattville, AL, May 2014 – July 2014* Trained, supervised, and evaluated 19 counselors and staff members.
* Monitored and assisted in day-to-day operations of camp.
* Reported directly to camp managers.
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**INVOLVEMENT** Beta Alpha Psi Accounting Honor Society Culverhouse Connections

**AND HONORS** President’s and Dean’s Lists Omicron Delta Kappa

Institute of Management Accountants ABC Firm Accounting Scholarship

Association of Certified Fraud Examiners Habitat for Humanity