

Claudia A. Jobseeker

1234 Matador Lane
Northridge, CA 91330
Fluent in Spanish

(323) XXX-XXXX
cajobseeker@my.csun.edu
Willing to Travel/Relocate

OBJECTIVE Staff Accountant at Deloitte LPP

EDUCATION **Bachelor of Science in Accountancy**, expected May 20XX
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Overall GPA: 3.2/4.0 Accounting GPA: 3.3/4.0

COMPUTER SKILLS Windows Word WordPerfect Excel Access Lotus Oracle

RELEVANT EXPERIENCE Consistently employed 20-40 hours per week while attending college

6/XX to Present **Accounting Intern**, JOHN JONES, CPA, Los Angeles, CA

- Work on audits with staff
- Prepare state and federal tax returns
- Review and adjust clients' general ledgers
- Prepare sales and quarterly payroll tax reports

9/XX to 5/XX **Bookkeeper**, WATKINS HEATING COMPANY, Woodland Hills, CA

- Promoted to Head Bookkeeper after six months
- Prepared accounts payable, receivable, and payroll
- Trained and supervised assistant bookkeeper

ADDITIONAL EXPERIENCE 6/XX to 9/XX **Sales Associate**, MAY COMPANY, Canoga Park, CA

- Operated cash register and balanced daily receipts
- Priced, stocked, and displayed merchandise
- Supervised and trained two employees

PROFESSIONAL DEVELOPMENT Accountant Association Member
CPA Review Course for May 20XX Exam

HONORS & ACTIVITIES Dean's List, three semesters
Supervisor/Preparer: Voluntary Income Tax Assistance Program
V.P. Membership, Director of Tours: Accounting Association Semester
Study Abroad in Madrid, Spain (Fall 20XX)