

# ABBY ACCOUNTING

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864-000-0000

LinkedIn URL

## EDUCATION

**Clemson University - Wilbur O. and Ann Powers College of Business**

*Bachelor of Science in Accounting*

Minor: Finance

December 20xx

Clemson, SC

GPA: 3.34/4.00

## ACCOUNTING EXPERIENCE

**Powers Associates**

August 20xx - December 20xx

*Accounting Intern*

Clemson, SC

- Analyzed monthly financial reports with accounting managers, identifying key trends and discrepancies, that led to strategic updates, enhancing financial accuracy and client reporting
- Prepared and reviewed debit and credit documents for 100+ clients, ensuring compliance with accounting standards and reducing financial record-keeping errors by 7%

**Griffin Partnership**

May 20xx - August 20xx

*Accounting Records Intern*

Atlanta, GA

- Conducted weekly audits of 20+ accounts, ensuring up-to date and accurate financial records and reducing financial discrepancies by 10%
- Trained and mentored 12 new interns on accounting processes, best practices, and company protocols, accelerating their onboarding and professional growth

## OTHER EXPERIENCE

**Sunflower Ridge Neighborhood**

May 20xx - August 20xx

*Lifeguard Manager*

Atlanta, GA

- Supervised an 800 square foot pool, enforcing safety regulations and ensuring a secure environment for guests
- Managed training sessions, assisting team members in obtaining Water Safety Certifications

## LEADERSHIP & CAMPUS INVOLVEMENT

**Delta Sigma Pi - Professional Business Fraternity**

January 20xx - Present

*Vice President*

Clemson, SC

- Led interview and assessment processes for executive board candidates, providing structured feedback and recommendations for a balanced leadership team
- Directed a three-student committee dedicated to mental health awareness, organizing campus, organizing campus events and guest speaker sessions

**Wilbur O. and Ann Powers College of Business Student Advisory Board for Accounting**

*Member*

January 20xx - May 20xx

- Partnered with faculty and administrators to address student concerns, delivering actionable recommendations that improved curriculum and student services
- Guided 12 new students exploring the Department of Accountancy, providing insights on coursework and career paths

## TECHNICAL SKILLS

Fluent in Spanish | Excel (Pivot Tables, VLOOKUP - Proficient) | QuickBooks (Proficient)