

# Firstname Lastname

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## EDUCATION

### Muhlenberg College

Bachelor of Arts

Allentown, PA  
May 2020 (expected)

Majors: **Finance and Accounting** | Finance GPA: 3.54, Accounting GPA: 3.60, **Overall GPA: 3.57**

- CPA eligible (150 credit hours) expected at graduation

#### Honors:

Muhlenberg College Dean's List Recipient

6 Semesters

Member of the Omicron Delta Kappa National Leadership Honor Society

April 2018-Present

Member of the 2020 Senior Class Campaign Committee

August 2019-Present

## INTERNSHIP/RELEVANT EXPERIENCE

### XYZ Accounting Firm, LLP

Harrisburg, PA

#### Audit Intern

June-August 2018

- Analyzed and tested audit sections such as cash/investments, subsequent disbursements and receipts, accruals, encumbrances, and compensated absences
- Interacted and worked closely with clients on engagements

### Deloitte National Leadership Conference

Westlake, TX

#### Participant

June 22-24, 2018

- Selected to attend and participate in leadership development workshops and networking activities at Deloitte University
- Engaged in hands-on activities to promote collaboration, personal branding, and develop leadership skills

### XYZ Accounting Firm, LLP Leaders of Tomorrow Program

Harrisburg, PA

#### Participant

June 5, 2017

- Selected as one of 20 participants in a one-day program to learn about public accounting in a leading mid-sized firm
- Networked with firm professionals at various levels, gaining exposure to different departments within the firm

## ADDITIONAL EXPERIENCE

### Tutor, Muhlenberg College

Allentown, PA

#### Financial Accounting

January 2017-Present

- Conduct group and 1-on-1 tutoring sessions to assist with homework and test preparation

### Note taker, Muhlenberg Office of Disability Services

Allentown, PA

- Record cohesive notes for students to be used for reference

January 2017-Present

## VARSITY ATHLETIC ACHIEVEMENTS AND CAMPUS LEADERSHIP

### Muhlenberg Women's Basketball Team

Allentown, PA

August 2016-Present

- Balance 20 hours of practice/games per week while maintaining academic excellence
- Develop team building skills, strong work ethic, discipline and perseverance to meet personal and team goals

### Co-Founder, Muhlenberg Athletic Leadership Team

Allentown, PA

February 2018-Present

- Coordinate community engagement events between Allentown community and Muhlenberg athletics
- Organize, facilitate, and manage committee meetings and events
- Recognized as Muhlenberg's official Student Athlete Advisory Committee, representing the athletic department on the National level

### Vice President, Muhlenberg College Accounting Society

Allentown, PA

- Coordinate educational accounting programs and events on campus

September 2017-Present

### Cardinal Key Society

Allentown, PA

January 2017-Present

- Develop traditions and instill school spirit among Muhlenberg students
- Assist and work alongside Alumni relations to collaborate and organize Alumni events

### Student Representative, College Committee of Fitness and Athletics

Allentown, PA

March 2017-Present

- Serve as a student athlete representative to resolve issues within athletic department
- Act as an advisor on behalf of the College regarding the policies and conduct of its athletic affairs

### Student Representative, Muhlenberg College Alumni Board

Allentown, PA

May 2017-Present

- Work in active, respectful partnership to achieve long-range institutional goals and objectives
- Maintain awareness and knowledge of important College activities, projects and innovations, strategic institutional goals and fund development priorities

## SKILLS

Software: Microsoft Office (Excel, Word, PowerPoint), RStudio, Engagement