**Your Name Here**

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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. |
| **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. |
| **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. |

**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