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Franklin Smith

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② **OBJECTIVE**

Seeking an internship in the accounting department with emphasis in taxation Spring 2021.

③ **EDUCATION**

Georgia State University, J. Mack Robinson College of Business

Atlanta, Georgia

Bachelor of Business Administration, Accounting

May 2019

- Will sit for CPA Exam, Spring 2020
- Intend to pursue Masters of Taxation, Summer 2020

SKILLS

Quickbooks, Excel, Access, ivot tables, vlookups,

Relevant Courses: Computer Information Systems, Corporation Finance, Cost and Managerial Accounting

④ **COURSE EXPERIENCE**

Accounting Information Systems

Spring 2018

- Worked on several group projects using Microsoft Access
- Created a system flowchart of a specific operation of a company

Intermediate Accounting II

Spring 2018

- Prepared financial statements of a business, given several business transactions
- Identified, analyzed, and recorded journal entries for several business transactions
- Applied time value of money concept to financial accounting measurements

⑤ **WORK EXPERIENCE**

Wingate by Wyndham

Port Wentworth, GA

Bookkeeper

2018-Present

- Record the cash flow of vendors into QuickBooks

Ritz International Corp.

Suwanee, GA

Accounting Intern

Summer 2017

- Prepared journal entries and assisted in the month-end closing process
- Performed account reconciliations and resolved accounting discrepancies
- Reviewed and verified accounting transactions properly authorized, recorded and reported
- Prepared and analyzed monthly financial reports and statements on a timely basis

Massage Clinic (Day Spa and Salon)

Hinesville, GA

Receptionist

2016-2017

Alpine Capital Partners

Charleston, SC

Assistant to the Project Manager

2014-2016

- Assisted and coordinated with superintendent with on-site responsibilities
- Assisted subcontractor with bid preparation
- Created and managed financial spreadsheets and investment databases

⑥ **MEMBERSHIPS**

- Treasurer of Sigma Sigma Rho Sorority Inc
- Member, Georgia Association of CPA's
- Member, Student Advocates for Diversity

1. HEADER

- **Your first and last name:** Please use the name you would use on all legal documents
- **Address:** Feel free to choose to add your Georgia State address, “Atlanta”, or just your city and zip code. It's best not to add your home address in networking environments or at large in-person career fairs. You don't want that information getting into the wrong hands. It's fine to add that information when applying online through a secure applicant tracking system.
- **Phone Number and Email:** Make sure that your phone number and your email address are correct. One wrong letter or number there and you could miss out on an opportunity.
- **LinkedIn:** You may notice that the student's LinkedIn profile link is short and simple including the initials of his first name and last name. You should customize your LinkedIn URL if you include it in your header.

2. OBJECTIVES

- The Resume objective should state your professional goals and explain why you are applying for the position.
- This is a great place to mention any special area of interest you have in your field. It should be crafted specifically for the job you are applying for.
- It should not be a paragraph. Keep it short. One or two sentences.

3. EDUCATION

- It is important to include Georgia State University J. Mack Robinson College of Business, in your resume.
- You should also include your major and minor or concentration area of study.
- Notice that the dates are all located on the right side of the resume.
- GPA
 - Use your major GPA or your institutional GPA whichever is higher.
 - If you leave your GPA off your resume be prepared to answer why you chose not to include it.
- Other Education Experience
 - List what exams you have passed
 - Add any certifications soon
 - Add if you are planning to pursue a master's degree

RELEVANT COURSES

- This will be a list of any classes that you will be taking in the upcoming semester.

4. COURSE EXPERIENCE

- Recruiters like to see what courses you have taken and the skills you have developed that would make you a strong candidate for their internship or job opportunity.
- Here you should also list what you learned in your coursework, special projects and assignments, and any research opportunities you have participated in.
- This is particularly important for students with little to no experience and it helps you stand apart from other applicants.

SKILLS

- You'll of course list Microsoft Office and Powerpoint.
- Special Excel skills? Do you know Quickbooks? Are you a Photoshop wiz? Are you really into social media? Are you currently learning Java, Oracle or Tableau or some other important skill?

5. WORK EXPERIENCE

- List any relevant job experience, including any internships in your major or your field.
- If you have not gained any relevant work experience be sure to focus on your achievements, accomplishments, contributions, and results.
- Be sure to list your most recent work experience first and end with your older experiences.
- Add quantifiable data
- Tell them how many people you tutored.
- List people you might have helped and add the number volunteers at the site.
- Maybe you had to handle a budget for a fundraiser

6. LEADERSHIP ACTIVITIES (*Student Organizations/Volunteer Experience*)

- List your relevant leadership experience from clubs, and student organizations, campus, and community involvement.
- Any case competitions or you were selected to participate in Panthers on Wall Street or Women Lead.