

Mack Audit

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EDUCATION

Appalachian State University, Boone, NC

Master of Science in Accounting

May 20xx

Bachelor of Science in Business Administration

August 20xx

Majors: Accounting | Economics

GPA: 4.0

PROFESSIONAL EXPERIENCE

Dixon Hughes Goodman, Charlotte, NC

Financial Services Tax Intern

June 20xx - August 20xx

- Prepared consolidated corporate tax returns for banks with revenue ranging from \$5,000,000 to \$25,000,000
- Reviewed federal and state tax provisions to make tax journal entries to reconcile book to tax balances on the schedule M-3 of the federal tax return and various state forms
- Regrouped tax trial balances in CaseWare to correct differences created from conversion to the new software

Walker College of Business Dean's Office, Boone, NC

Assistant to the Budget Director

March 20xx - May 20xx

- Utilized Excel to create operating budget reports for five departments in the Walker College of Business with balances ranging from \$25,000 to \$300,000 to be presented to the Dean during executive committee meetings
 - Collaborated with the budget director on daily budgeting issues, audited faculty travel authorizations and purchases, and input purchases into QuickBooks to maintain an accurate record of expenses incurred by the College of Business
 - Designed and created the College of Business final budget report for two fiscal years to be utilized by the Dean, Associate Dean, and Department Heads for future budget allocations
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WORK EXPERIENCE

Larkin Golf Club, Statesville, NC

Golf and Tournament Assistant Manager

March 20xx - January 20xx

- Oversaw 30 employees in daily operations and coordinated weekly golf tournaments of 200 guests, supervising 15 employees and communicating with guests to ensure an excellent customer experience
 - Purchased new inventory after constructing and assessing monthly inventory reports detailing total merchandise of \$20,000 dollars to maintain optimal stock levels
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LEADERSHIP & INVOLVEMENT

Walker Fellows

October 20xx – May 20xx

Student Ambassador, Walker Wear Committee Chair, and Peer Mentor

- Acted as a student ambassador and represented all constituents of the Walker College of Business
- Enhanced the overall collegiate experience by fostering relationships with students, alumni and administrators
- Spearheaded a committee that raises over \$1,000 annually for student scholarships by selling WCOB apparel
- Guided two mentees who were interested in pursuing a College of Business major through their first year at Appalachian to ensure they were getting involved and connected within the College of Business and on campus

Holland Fellows International Business Study in Asia

January 20xx - June 20xx

- Developed a closed loop business model with an international cohort of 8 students from the United States and China
- Traveled to the People's Republic of China to present on the plastics economy and single use plastic waste at the Shanghai Forum

Beta Alpha Psi

Fundraising Chair

December 20xx – May 20xx

- Organized three different fundraisers throughout the Spring semester in order to raise funds for the Chapter
- Collaborated with officers to ensure the funds were used in an efficient manner and benefited future chapter operations