

## YOUR NAME

123 Your Street, Your City, Your State 12345

+1 (111) 222-333

xxxxx@mailbox.sc.edu

### OBJECTIVE

To obtain an internship related to accounting utilizing three semesters of accounting education.

### EDUCATION

MOORE SCHOOL OF BUSINESS, University of South Carolina

Columbia, SC USA

**Bachelor of Science, Business Administration**

May 2011

**Major:** Accounting

**Minor:** Chinese

**GPA:** 3.4

**Awards:** McKissick Scholarship, Capstone Scholar, Alpha Lambda Delta Honor Society

STUDY ABROAD, Shanghai University

Shanghai, China USA

May 2009 – August 2009

### WORK EXPERIENCE

UNIVERSITY TECHNOLOGY SERVICES

Columbia, SC USA

**iCare Technician**

January 2009 - Present

Student Computer technician servicing computer needs for university students.

- Installed required university programs and wireless setup.
- Removing viruses and installing anti-spyware programs to prevent future viruses.
- Improved overall lifespan of computers and laptops.

### LEADERSHIP EXPERIENCE

ALPHA KAPPA PSI PROFESSIONAL BUSINESS FRATERNITY

Columbia, SC USA

**Vice President of Finance**

January 2009 - Present

- Create a yearly budget and record all records of finances of the fraternity.

- Create accounting documents and file receipts and reimbursements to members.

**Rush Chair**

May 2008 - Present

- Work with local businesses to participate and sponsor specific days of rush week.

- Plan two recruitment weeks to obtain more members into the fraternity.

UNIVERSITY OF SOUTH CAROLINA STUDENT GOVERNMENT

Columbia, SC USA

**Business School Student Senator**

April 2008 - Present

- Worked with other senators in delegation to help improve Moore Business School.

- Served under the Powers and Responsibilities and Judiciary Committees.

### LANGUAGES

English (Native), Chinese (Basic), Tagalog (Basic)

### TRAVEL

Dubai (lived), London (lived), Beijing, Frankfurt, Quebec

### IT SKILLS

MS Word, PowerPoint, Excel, Publisher and Adobe InDesign and Photoshop

### ACTIVITIES

University of South Carolina English Programs for Internationals Conversation Partner, South Carolina State All-Star Female Bowling Team

### AWARDS

Two Year Charlotte, North Carolina Youth Bowling Association College Scholarship Recipient

### INTERESTS

Music, traveling, current events, piano, bowling, computers