

# John Doe (Resume Example)

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## EDUCATION

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American University

Bachelors of Science in Accounting

Graduation: December 2024

### Relevant Coursework

- Course 1
- Course 2
- Course 3
- Course 4

## EXPERIENCE

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Accounting Intern

January 2020 – August 2020

*Company A, Dallas, TX*

- Communicated a pharmaceutical product to over doctor's offices and hospitals in a highly competitive, fast paced environment.
- Performed multiple sales presentations based on the facility and health care professional's reports.
- Monitored the market to execute sales strategies and compiled research on competitor products.
- Created activity reports such as daily call logs, weekly financial reports, and territory analysis to management.

Accounting / Research Intern

May 2019 – August 2019

*Company B, Irving, TX*

- Performed financial functions related to collections, accuracy, recording and analysis.
- Completed analysis using financial data that was used to make business decisions.
- Researched and created a new budget plan by studying quarterly and annual reports.

Office Assistant

May 2018 – August 2018

*Company C, Dallas, TX*

- Evaluated performance and provided suitable feedback, balancing criticism with positivity and motivation.
- Managed participants to gain and develop skills, knowledge and techniques.
- Officiated at sporting events, games, or competitions, to maintain standards of play and to ensure that the integrity of the sport is preserved.

## VOLUNTEER EXPERIENCE

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- Volunteer Agency 1 Spring 2020
- Volunteer Agency 2 Summer 2019
- Volunteer Agency 3 Summer 2018

## ACTIVITIES AND HONORS

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- Honor 1 Summer 2019
- Honor 2 Spring 2019
- Activity 1 Fall 2018
- Activity 2 Fall 2017 – Spring 2018

## ADDITIONAL SKILLS

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Microsoft Office Suite • Digital Media Arts • Script Writing • Public Speaking • Leadership