

# Jake G. Anderson

(347) 279-9830

Anderson@notes.udayton.edu

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145 West 54th Street

Carlisle, MA 43263

## *Objective*

Employment as an entry level accountant, available May 20xx

## *Education*

*University of Dayton*

**May 20xx**

Bachelor of Science in Business Administration

**Accounting and Finance double major**

Cumulative GPA 3.32

- Presidential Scholarship recipient

**MBA, Accounting Concentration (CPA Eligible)**

**August 20xx**

## *Qualifications*

- Knowledgeable in fraud examination - detection, investigation, and prevention
- Proficient in advanced auditing and assurance of internal controls
- Fulfilled 150 semester hour CPA Exam Requirement
- Strong team and communication skills
- Excellent ability to create financial spreadsheets

## *Professional Experience*

*Johnston and Jacob Co PSC*

Cincinnati, OH

**Winter 20xx**

### **Audit Department Intern**

- Performed Accounts Receivable, Accounts Payable, Cash & Inventory
- Prepared pre-audit work papers
- Footed and Proofed audit reports
- Complied company payroll tax returns and performed bank reconciliations
- Created trial balances

*Patrick & House, LLP*

Westchester, IL

**Summer 20xx**

### **Audit Intern**

- Assisted in employee benefit plan audits
- Tested participant eligibility by examining data in employment files to information listed on the census
- Traced employee withholdings to participate investment data
- Tracked investments to employee election
- Proofread financial statements

## *Activities*

- Beta Alpha Psi member
- Play soccer for club teams
- Endurance biker and runner

*(References available upon request.)*