**Accounting Example 2**

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**Education**

***Bachelor of Science in Business Administration,* Accounting (Accredited by AACSB-International)** May 20xx

* Minor: Finance

**James F. Dicke College of Business Administration, Ohio Northern University**

**Related Experience**

*Paid Summer Internship,* **Siemann & Associates** Dayton, OH June 20XX-July 20XX

* Cataloged receipts into Excel software to update expenses and invoices as well as entered payments, account information, and case information into computer system
* Resolved file organization problem; implemented folder system and analyzed case documents for appropriate distribution and filing
* Attended court hearings to aid lawyers and gain communication experience
* Navigated Quick Books to print invoices for clients
* Performed administrative responsibilities: answered phone calls, interacted with clients, schedued appointments using Clio, conducted research for lawyers about cases, and verified data integrity and accuracy

**Related Activities**

**Leaders’ Council** (*leadership organization), ONU* August 20XX-May 20XX

* Provide avenues for leadership training, leadership resources, such as etiquette dinner and leaders’ dessert
* Coordinate with other organizations to hold events to promote leadership development
* Involve leadership speakers, organizational workshops (individual leadership development) and networking dinner,

**The Leadership Experience** *hosted by Leaders’ Council* March 20XX-April 20XX

* Expanded knowledge of personal style by taking True Colors and DISC
* Learned about different leadership styles and event planning
* Created 2-minute pitch about reading program to meet needs of Ada and ONU community and presented during session
* Accepted into Leaders’ Council for 20XX-20XX academic year
* Assistant for Leadership Experience in 20XX

**Other Activities**

**Kappa Phi Club (***Christian organization)* August 20XX-May 20XX

* Develop a deeper understanding of others and self
* Realize individual potential
* Perform service projects on campus and in surrounding communities, such as host Sing-A-Thon for Suicide Awareness
* Volunteer for A Night to Shine, hosted by the Tim Tebow Foundation, dedicated to celebrating people with special needs

**Newman Club (***Catholic organization)*August 20XX-May 20XX

* Serve parish families by performing yard work and cooking Friday dinners during Lent
* Participated in 2018 Kairos retreat; developed communication with other ONU students; becoming a leader for the 2019 Kairos

**Women’s Ultimate Frisbee Club** (f*all club sport)* August 20XX-May 20XX

* Participate to stay active, experience skill-improving practices, and compete against other colleges and universities
* Build strong self-motivation and concentration, as well as continuing to build teamwork and relationships

**Other Experience**

*Crewmember,* Padrones Pizza, Ada, OH August 20XX-April 20XX, August 20XX-April 20XX

*Sandwich line and Fry Station,* **Wendy’s** Piqua, OH *Summer, holidays,* July 20XX-June 20XX