**Mone Manger**

123 Counting Road – Huntsville, AL 35810 • monemanger@bulldogs.aamu.edu • (256) 123-0123

# Summary

**Accounting Major** and **Merit Scholar** seeking an **internship** opportunity

* Proficient with QuickBooks, Microsoft Office Suite and PowerPoint
* Two years of experience providing excellent customer service
* Efficient with check and cash handling

# Education

## Alabama A&M University (AAMU) Normal, AL

B.S., Accounting May 20xx

**GPA: 3.6/4.0**

## Honors*:* Merit Scholarship May 20xx – May 20xx • Dean’s List and Honor Roll, 20xx-Present

***Related Coursework:***

Intermediate Accounting I, II • Cost Accounting • Federal income Tax I, II • Auditing

# Internship + Work Experience

## IRS Volunteer Income Tax Assistance Program (VITA) Huntsville, AL

## Calvary Hills Community Center Jan. 20xx - Present

* Earned certificate for successfully completing the IRS VITA Training
* Prepare income tax returns for individuals and families that meet the income guideline
* Input clients’ confidential financial information into proprietary IRS database
* Review documents to ensure accuracy and completion; analyze small, yet critical details
* Ensure that proper credits, deductions, and tax liabilities are applied to tax returns

## Burlington’s Huntsville, AL

## Cashier and Floor Associate July 20xx – Dec. 20xx

* Greeted guests, processed check-out transactions and handled voids and returns
* Trained and assisted up to twelve cashiers with on-the-spot problem solving
* Counted end-of-shift cash receipts to ensure accuracy with paper receipts
* Performed daily cash balancing operations; maintained a balanced till of $150
* Assisted with store inventory management process

**Leadership + Membership:**

Member and former Treasurer, AAMU NABA Club Spring 20xx – Present

Member, AAMU Spanish Club Fall 20xx – Present

Vice President, AAMU Honors Program Spring 20xx – Spring 20xx