
OBJECTIVE

Seeking an internship position in the accounting field using administrative, analytical, and communication skills

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Science in Business

May 20XX

Major: Accounting, Minor: Spanish

Cumulative GPA: #.##/4.00, Dean's List

150 Hour Compliant for CPA Licensure

May 20XX

RELATED EXPERIENCE

Center for Career Development (CCD), University of Connecticut, Storrs, CT

Peer Career Advisor

August 20XX-Present

- Critique undergraduate résumés on a walk-in basis to improve internship and job placement
- Monitor booths and tables and serve as a representative for CCD at various campus events

Student Administrative Assistant

August 20XX-August 20XX

- Communicated effectively with office staff and incoming clients to provide clear information about meetings, appointments, and walk-in hours
- Audited CCD Internship website to ensure lucid and updated information

People's United Bank, Storrs, CT

Clerical Intern

October 20XX-Present

- Facilitate customer service practices by processing transactions such as deposits, withdrawals, and transfers
- Provide assistance to full-time staff members by entering client information into a database for easy interpretation and documentation of resources

Honors Programming & Events, University of Connecticut, Storrs, CT

Front Desk Assistant

July 20XX-August 20XX

- Computed statistics with Excel to expand data regarding Honors students
- Developed marketing materials with Publisher to promote Honors events
- Created and organized documents to help with administrative duties
- Submitted upcoming Honors events to update online calendar

LEADERSHIP EXPERIENCE

Office of Leadership Programs, University of Connecticut, Storrs, CT

Leadership Legacy Experience Participant

November 20XX-Present

- Participate in a year-long honorary leadership enhancement program to expand and improve knowledge of related leadership topics
- Reflect on experiences as a University of Connecticut student and synthesize a sense of personal development and leadership potential
- Attend Legacy Lecture Series and Legacy Workshop Series events to network with University of Connecticut Legacy Alumni and apply leadership knowledge and abilities to various situations

Honors Council, University of Connecticut, Storrs, CT

Member

August 20XX-Present

- Attended the National Collegiate Honors Council Conference in October 20XX to network and expand knowledge of opportunities available to honors students

Honors Alternative Spring Break 20XX Team Leader

April 20XX-Present

- Meet monthly to organize a group trip for Honors students to attend during Spring Break in March of 20XX

Public Relations Chair

August 20XX-Present

- Advertise and advocate for upcoming events and programs offered by the Honors Council via flyers and emails

SKILLS

Computer: Microsoft Word, Excel, PowerPoint, Publisher, and Outlook

Language: Conversational in Spanish, Italian, and German

Andrea Stafford

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- Objective** A Cooperative Education position related to operations management in the insurance industry demonstrating interpersonal, managerial and organizational skills.
- Education** **University of Connecticut**, Storrs, CT
Bachelor of Science in Business May 20XX
Major: Marketing
Major GPA: #.####/4.000; Dean's List Fall 20XX-Spring 20XX
- Selected Coursework**
- | | |
|---|---|
| Operations Management | Sales Management and Leadership |
| Global Marketing Strategy | Legal and Ethical Environment of Business |
| Managerial and Interpersonal Behavior | Global Marketing Strategy |
| Integrated Marketing and Communications | Public Speaking |
- Related Experience**
- Baldwin Marketing Media LLC**, Simsbury, CT
Marketing Intern January 20XX – May 20XX
- Shadowed the director of Marketing Department and provided assistance for daily tasks
 - Developed marketing plan as a required project to present to a panel of professional staff who provided critical feedback and suggestions for improvement
 - Utilized knowledge to assess client information and apply that to ongoing marketing projects
- Apple**, Storrs, CT
Campus Representative January 20XX – December 20XX
- Promoted and marketed Apple products on campus as well as designed flyers for events and conducted demonstrations of various programs such as iPhoto, iCal, iMovie, and iPages
 - Consulted with UConn Co-op staff and groups on campus to encourage use of Apple products
- Leadership Experience**
- UConn Connects**, University of Connecticut, Storrs, CT, August 20XX – Present
Facilitator
- Lead five academic probation students individually throughout the semester promoting academic growth and skill development
 - Utilize knowledge of the University and training to assist the student with specific problems or issues that arose during the semester
- First Year Experience Program**, University of Connecticut, Storrs, CT, August 20XX – December 20XX
Mentor
- Created and implemented lesson plans each week for a class of 18 first-year students
 - Provided academic and emotional support to students to aid in the transition from high school to college life
 - Facilitated group discussions on diversity, sexual harassment, study skills, and more
- Associations**
- Sigma Alpha Lambda – National Leadership and Honors Organization**
Treasurer/Member, University of Connecticut March 20XX – Present
- Collect dues, track finances and report financial data to membership at monthly meetings
- Women in Business**, University of Connecticut - Member November 20XX – Present
- HuskyThon**, University of Connecticut - Model February 20XX, December 20XX
- Skills**
- Computer: Mac OSX, Linux, Microsoft Access, Outlook, Word
Language: Basic knowledge of German, Bilingual in Dutch and English
Certifications: CPR, expiration 20XX; First Aid/AED, expiration 20XX