

# Student Name

0000 Woodward Street, #000

Austin, TX 77777

(512)000-0000

donotreply@aux.stedwards.edu

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**Student leader with internship experience seeking Accounting position**, Bilingual, Spanish/English  
Academic achiever: 3.38 GPA, Dean's List, multiple honors recipient  
Excel, QuickBooks, PeopleSoft, SQL, C++, Assembly Language, Microsoft Word/PowerPoint/Access

**Professional Affiliations:** Accounting Club, Math Club, Vice-President/Hispanic Student Association,  
Hispanic Student Association, Community Service Delegate, AmeriCorps

**Honors and Awards:** McNair Scholar Program, HACU Scholarship, Houston Endowment Award, Math and Computer  
Science Scholarship, Service Scholarship, College Assistance Migrant Program Academic Scholarship

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## RESEARCH

**Senior Seminar:** Tested and compared additional data mining tools with McNair Scholars research. Used similar testing criteria which uncovered new results. Wrote research paper and presented study and findings to faculty and student body.

**Capstone Senior Thesis:** Researching privacy of personal information on the internet.

## EDUCATION

### Dual degree

Expected Dec. 2005

**Bachelor of Business Administration, Accounting**

**Bachelor of Arts, Computer Information Science**

*St. Edward's University, Austin, TX*

**Coursework:** *Tax Accounting, Intermediate Accounting, Auditing, Software Engineering, Data Base Management, Human Computer Interaction, Accounting Information Systems*

## ACCOUNTING EXPERIENCE

### Tax Intern

**DMKnapp, CPA**, Austin, TX

Sept. 2005 – Present

Prepare QuickBooks write up and assist with office administration. Assist in preparation of payroll and tax returns.

### Accounting Intern

**SALLIE MAE, Inc.**, Reston, VA

May 2005 – Aug. 2005

Researched SEC filings of Sallie Mae's competitors to assist in preparation of competitor analysis. Developed and maintained a database to house all accounting policies and memos of Controller's Group. Assisted in preparation of internal and external management financial reporting. Assisted with PeopleSoft General Ledger System by processing journal entries and running general ledger reports.

### Accounting Intern

**NETGINEER DATA SYSTEMS**, Austin, TX

Feb. 2005 – May 2005

Assisted in preparation and review of internal monthly, quarterly, and annual financial reports for management. Prepared reports and related disclosures for external financial reporting purposes. Created websites for the company.

### Audit Intern

**St. Edward's University Business Office**

May 2003 – Aug. 2003

Acted as a liaison and prepared audit schedules between Deloitte and Touché auditors and university personnel. Analyzed expenditure activity and reconciled bank statements with university general ledger.

## COMPUTER SCIENCE EXPERIENCE

### Research Intern

May 2004 – Aug. 2004

**McNair Scholars Program**

Analyzed four data mining tools using ten evaluation criteria. Compared and tested for usability. Presented findings at University of the Incarnate Word, the University of Maryland, and St. Edward's University.

## COMMUNITY SERVICE

**Counseling Intern**, ENLACE, mentored high school students

2004 – 2005

**Mentor/Tutor**, Community Mentor Program, mentor to at-risk elementary children

2002 – 2004

**Orientation Facilitator**, CAMP, orientation coordinator for college migrant students

2002, 2003, 2004

Peru Immersion experience, Eucharistic Minister, Pen-pal Program, Ballet Folklorico, Mariachi Guitarron