**Sarah Accountant**

1275 Debit Pl. Los Angeles, CA 90019 - 818.-555-1212- saccountant@gmail.com

**E D U C A T I O N**

California State University, Los Angeles   Expected Graduation: June 2014

B.S. Business Administration- Accounting (Major), Finance (Minor)

* CSULA GPA: 3.7
* Dean’s List Honors

Eligible to sit for CPA Exam June 2014

**E X P E R I E N C E**

SafeSoft SolutionsJune 2013- August 2013

Accounting Intern

* Generate monthly financial reports and track sales and expenses using QuickBooks
* Assist with bank statement reconciliation, document filing, and data entry
* Manage and track physical inventory
* Sort and manipulate data, create forms, and present relevant financial information to management using Microsoft Excel, Word, PowerPoint and Outlook

Drai’s Hollywood  March 2010-present

Lead Receptionist

* Create and implement the training program and material for new hires
* Organize and streamline reception programs and policies to increase work efficiency by an average of 3**7%**
* Use of concise and effective communication skills while supervising receptionist staff

**L E A D E R S H I P**

Beta Alpha Psi    March 2013-present

Director of Professional Development

* Create and execute workshops to develop professional skills in student members
* Network with Accounting professionals to aid in workshop delivery and success
* Plan and participate in fundraising, budgeting, and event coordination for Beta Alpha Psi functions and activities

**V O L U N T E E R    W O R K**

Los Angeles Food Bank  February 2013

Food assembly and organization for families in need

Children’s Institute February 2013

Education and activities for underprivileged children