

Firstname Lastname

Tacoma, WA | 253-535-xxxx | youremail@gmail.com

EDUCATION

Pacific Lutheran University, Tacoma, WA

May 20xx

Bachelor of Business Administration, Accounting Concentration

Minor, Innovation Studies

GPA: 3.8

EXPERIENCE

Equality Health, Phoenix, AZ

June 20xx – Aug 20xx

Accounting Intern

- Collaborated with a team of four accounting professionals to gain hands-on experience performing month-end closings and a comprehensive understanding of the firm's financial processes
- Conducted thorough vendor contract analysis by researching services and cross-referencing them with an Excel spreadsheet to avoid duplicate services and improve operational efficiency
- Performed daily reconciliation reports for company stores to identify inventory shortages and implemented control measures to optimize inventory management

Smile Dental Co., Tacoma, WA

Sept 20xx – May 20xx

Receptionist

- Managed scheduling, patient check-in, and payment collection for a team of 6 dentists, ensuring efficient office operations
- Responded promptly and courteously to more than 30 telephone and email inquiries, providing in-depth knowledge of services and pricing to convert potential clients into satisfied clients
- Maintained a clean, welcoming office environment by promptly greeting clients, diligently sanitizing surfaces, and organizing office supplies and patient literature

PROJECT EXPERIENCE

PLU, Capstone Project: *Analysis of Supply Chain Management*

May 20xx

- Participated in an online project simulation designed to oversee and optimize a network of factories with an initial budget of \$5 million
- Collaborated with a team of four students to devise and implement a forecasting methodology to meet the diverse demands of across five distinct regions, and establish effective controls for inventory, production, and transportation strategies

AWARDS

Act Six Scholar, Leadership Development Training Scholarship

- Recipient of one of five full-tuition scholarships to attend Pacific Lutheran University