

DAVID D. REYNOLDS

david.reynolds@gmail.com

(646) 653-XXXX

CURRENT ADDRESS

123 East 15th Street
Holland, MI 49423

PERMANENT ADDRESS

51 Oakridge Drive
Westchester, NY 10054

INTERNSHIP OBJECTIVE

To secure an internship position in which my accounting and general business abilities will be utilized, challenged, and strengthened.

EDUCATION

Hope College - Holland, MI

Expected Graduation: Spring 20XX

Bachelor of Arts in Public Accounting (150 hour professional CPA program)

Minor: Political Science

Cumulative GPA: 3.3/4.0

Major GPA: 3.9/4.0

HONORS AND AWARDS

Dean's List: 4/4 semesters

Presidential Scholarship

Muiderman Scholarship-Business Leadership and Sustainability

RELEVANT COURSEWORK

Financial Accounting

Macroeconomics

Financial Management

Managerial Accounting

Microeconomics

Public Presentations

Management Theory

Workplace Writing

COMPUTER SKILLS

Quickbooks

GreatPlains

Microsoft Word, Excel, PowerPoint

SPSS Statistical Analysis

RELEVANT WORK EXPERIENCE

Bookkeeper, Standard Lumber Supply - Westchester, NY

Summers 20XX - 20XX

- Assisted with accounts receivable and accounts payable to prepare statements for my team
- Generated financial reports to facilitate work for executive level management

ADDITIONAL WORK EXPERIENCE

Resident Assistant, Hope College - Holland, MI

Fall 20XX - Present

- Provide resources and support such as manage administrative duties including maintenance requests, incident reports, and room transfers for over 50 residents

Academic Support Center Tutor, Hope College - Holland, MI

Spring 20XX - Spring 20XX

- Assist up to 3 students daily with learning concepts discussed in class

CAMPUS, COMMUNITY, AND LEADERSHIP ACTIVITIES

Volunteer, Niagara Area Literacy Council

Summers 20XX - 20XX

- Tutored children ages six through ten for two hours each week in a minority student achievement program to enhance their learning

Synergy Treasurer, Business Club - Hope College

Spring 20XX - Spring 20XX

- Allocated monies for events and kept accurate ledger of expenses
- Presented proposed budget for following academic year to ensure an appropriate allocation of funds

Trip Leader, Spring Service Project - Hope College

Spring 20XX, 20XX

- Planned team meetings prior to trip in collaboration with faculty advisor
- Coordinated on-site communication between team and staff at service organization to ensure trip run smoothly