

William A. Penn

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EDUCATION

University of Dubuque

Bachelor of Business Administration, *Accounting*
Cumulative GPA: 3.52/4.00 Major GPA: 3.97/4.00
Dean's List: 6 semesters

Dubuque, IA
Anticipated: May 20XX

RELEVANT COURSEWORK

Financial Accounting
Managerial Accounting
Cost Accounting

Auditing
Federal Taxation
Corporate Finance

Effective Business Writing
Speech Communications
Information Systems

EXPERIENCE

Junior Accountant – Hodcamp Inc.

Sep 20XX – Present

- Handle over 100 monthly journal entries containing confidential information
- Analyze sales/marketing monthly expenses and sales representatives' gross receipts
- Create new spreadsheets (12 to date) to be utilized by senior accountants
- Handle special projects such as developing a new organizational system for documenting monthly activity

Accounting Intern – Burry and Associates

May 20XX – Sept 20XX

- Reviewed and corrected accounting entries to ensure accuracy
- Assisted with financial planning input and analysis, and generated bi-weekly reports
- Discovered accounting corrections which revealed nearly \$50,000 in unpaid bills and mislaid funds

Billing Coordinator – Corporation Corp.

June 20XX – May 20XX

- Handled collections on more than 500 past due accounts
- Reconciled payment discrepancies
- Contacted clients via phone to resolve client billing and eligibility issues

INVOLVEMENT

Accounting Club

Fall 20XX – Present

- Elected 2009-2010 President by peers and faculty advisor
- Scheduled over 13 professional speakers to visit campus and address members on current accounting topics
- Organized the promotion of 2008 Free Tax Preparation Day on campus
- Instituted an annual resume review party for accounting majors

Future Young Professionals

Fall 20XX – Present

- Joined fellow members in developing professional networking skills at a variety of events
- Gained valuable professional development skills such as resume development, interviewing skills, and how to follow up with employers after making connections

COMPUTER SKILLS

Microsoft Office Suite

PeachTree

QuickBooks