**Sample – Accounting Position**

**Career Services**

**Conference Center Room 104**

**482.1444**

**career.louisiana.edu**

**CAYENNE PEPPER**

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**OBJECTIVE**

Staff Accountant position with a public accounting firm

**EDUCATION**

**University of Louisiana at Lafayette May 2022**

Bachelor of Science in Business Administration, Double Major: Accounting and Finance GPA: 3.2/4.0

* Relevant Courses: Intermediate Accounting I, II, III; Managerial & Cost Accounting; Advance Tax Accounting I, II; Financial Accounting I & II; Business Finance; International Finance; International Accounting; Auditing; Economics Money & Banking

**CLASS PROJECTS**

**Auditing:** Utilized on-line resources and SEC filings of publicly held companies. Reviewed and analyzed economic, industry and company conditions to evaluate potential risks.

**Financial Accounting:** Classified fixed asset. Depreciated asset on balance sheet. Conducted month end closing for fixed asset accounts.

**EXPERIENCE**

**Quality Assurance II October 2019 - Present**

*Stuller, Inc.| Lafayette, Louisiana*

* Verify products meet specific certified standards.
* Generate invoices for customer orders.
* Work in teams to enhance production and efficiency.

**Intern August 2018 - October 2019**

*Stuller, Inc.| Lafayette, Louisiana*

* Adjusted annual budget for labor and expense accounts.
* Prepared daily, weekly and monthly status reports and charts.
* Assisted with training new employee for cost accounting position.

**Crew Leader Summers 2017 - 2018**

*Smith’s Bakery | Lafayette, Louisiana*

* Supervised crew of seven workers.
* Managed bakery’s daily operations.

**ACTIVITIES**

**Beta Alpha Psi |** *Treasurer*  **August 2020– Present**

* Collect dues and oversee budget for approximately 65 members

**Accounting Society January 2019 - Present**

**SKILLS**

MS Word, Excel, PowerPoint, Access, Peachtree Accounting, TurboTax