

Ana Student
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OBJECTIVE	To obtain the position of Accountant II at Middlesex Community College
EDUCATION	<p>Middlesex Community College, Lowell, MA Computerized Accounting Certificate, <i>Summer 2018</i> Overall GPA 4.0</p> <p>Autonomous University of Santo Domingo, Dominican Republic Bachelor of Business Administration—Accounting, <i>August 2013</i> Graduated High Honors: Cum Laude</p>
RELATED EXPERIENCE	<p>Construcciones Precisa S.R.L., Santo Domingo, Dominican Republic</p> <p><i>Accountant Assistant, Spring 2013- Summer 2013</i></p> <ul style="list-style-type: none">• Efficiently prepared invoices, vouchers and bank reconciliation• Accurately evaluated account payables and kept track of due dates• Appropriately analyzed and registered adjusting and journal entries <p><i>Secretary, Summer 2011- Spring 2013</i></p> <ul style="list-style-type: none">• Competently maintained paper and electronic files• Appropriately scheduled appointments, made copies, and ordered supplies• Warmly greeted visitors and handled their inquiries• Accurately sent emails, contacted clients, and provided information to callers
PROFESSIONAL EXPERIENCE	<p>Middlesex Community College, Lowell, MA, <i>2016-present</i></p> <p><i>Peer Accounting Tutor, Spring 2018-present</i></p> <ul style="list-style-type: none">• Assist students in understanding Accounting concepts• Offer support with business homework, schedule appointments, and record attendance• Patiently and efficiently work with students with disabilities <p><i>Supplemental Instructor Leader (SI Leader), Fall 2017- present</i></p> <ul style="list-style-type: none">• Plan and facilitate two study sessions per week for ELL students• Guide students in learning and improving study skills• Track student attendance and submit it to SI program supervisors• Certified SI Leader, Fall 2017 <p><i>Peer ELL Tutor, Fall 2016-present</i></p> <ul style="list-style-type: none">• Deliver friendly and professional assistance to English Language Learners• Provide guidance with the writing process and assist with reading comprehension• Work with students from different linguistic and socioeconomic backgrounds• Certified Tutor Level I, Spring 2017• Peer Tutor Woman of All Trades Award, Spring 2018
SKILLS	<ul style="list-style-type: none">• Native Spanish Speaker• Proficient on QuickBooks• Microsoft Office including Excel, Word, PowerPoint, and Outlook

