**Accounting**

# **General Grizzly**

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## Core Qualifications

* Microsoft Excel (Intermediate), Access (Beginner), Word (Advanced)
* Cash Drawer Balancing
* Basics of Sales Tax
* Beginner QuickBooks
* Payroll
* Data Entry; Typing 75 WPM

## Education

Georgia Gwinnett College **Lawrenceville, GA**

**School of Business, AACSB Accredited**

**Bachelor of Business Administration in Accounting May 20XX**

**Relevant Courses**

Statistical Analysis, Business Communications, Financial Management, Ethics & Corporate Social Responsibility, Financial Accounting and Reporting I & II, Income Taxation, Auditing, Regulations of Accounting Principles

## Internship Experience

**Accounting Intern March 20XX – July 20XX**

Marriott International Atlanta, GA

* Assisted in managing payroll and registration of employees to Jobs and Pensions services for 150+ employee branch
* Reviewed, prepared, and issued bills and invoices for over 300+ clients
* Assisted with processing incoming earnings and outgoing payments
* Created filing system for records, cash, and cash equivalents to comply with policy

## Project Experience

**Group Leader**, Financial Statement Analysis **Fall 20XX**

Georgia Gwinnett College, Financial Accounting and Reporting II Lawrenceville, GA

* Led team on a competitive analysis of the companies’ principal product offerings
* Provided opinion on the companies’ future financial performance
* Examined and compared Microsoft and IBM’s financial statements and operating history

## Work Experience

**Lead Hostess January 20XX – March 20XX**

Sonny’s Lawrenceville, GA

* Accounted for customer purchases using POS system and provided accurate change
* Maintained store display inventory and reported shortages to management
* Handled between 30 and 40 customers per hour