

## FIRST NAME LAST NAME

emailaddress@elon.edu | (xxx) xxx-xxxx

### EDUCATION

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**Elon University, Martha and Spencer Love School of Business** **Elon, NC**  
Bachelor of Science, Accounting **May 2024**  
Minor: Psychology **GPA: 3.5/4.0**  
**Honors:** President's List (Fall 2020, Spring 2022), Dean's List (Fall 2021, Spring 2021)  
**Relevant Coursework:** Statistics for Decision Making with R Programming, Cost Accounting  
**Study Abroad:** Dublin Business School & School of Arts (FIE), Dublin, Ireland **Fall 2022**

### WORK EXPERIENCE

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**Porter Family Professional Development Center** **Elon, NC**  
*Student Ambassador* **August 2020 - Present**

- Serve as first point of contact for Elon students seeking career development assistance
- Utilize Symplicity CSM software to schedule appointments, pull reports, and manage data
- Create digital and promotional materials in response to varying project needs
- Respond to phone and email inquiries in a timely fashion

**Citigroup** **New York, NY**  
*Global Tax Finance Intern (Virtual)* **May 2021 - August 2021**

- Reconciled financial reports through collaboration with international tax compliance team
- Validated and ensured accuracy of tax returns and other financial data
- Prepared e-file tax returns for Citigroup subsidiaries and corporate entities

### CAMPUS INVOLVEMENT

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**Beta Alpha Psi** **Elon, NC**  
*Member of Accounting and Finance Honors Organization* **January 2020 - Present**

- Attend presentations by firms to learn about their culture and operations as well as industry trends
- Participate in hours of community service, including work with Junior Achievement and Volunteer Income Tax Assistance

**Phoenix Capital Investment Club** **Elon, NC**  
*Industrial Sector Analyst* **September 2019 - May 2021**

- Managed a simulated stock portfolio to gain hands-on experience with the investment industry
- Analyzed global commodity hedging through petroleum futures and find correlation between oil prices and manufacturing overhead

**Other Campus Involvement:** Elon Microfinance Initiative, Elonthon Fundraiser  
**Volunteer Experience:** Burlington Boys & Girls Club

### SKILLS

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**Certifications:** Microsoft Office Specialist: Excel 2016 Expert  
**Technical Tools:** SAS; Tableau; Adobe Photoshop; Microsoft Access, Word, Excel, and PowerPoint  
**Language Proficiency:** Conversational French