Andrew Firm

1700 Wade Hampton Blvd., Greenville, SC, 29614

(555)555-5555 | andrewfirm@gmail.com

# Profile

* Completed a 6-month accounting internship, gaining experience in data analytics, using an ERP, and process documentation
* Developed customer service and teamwork skills as an IT Technician
* Leadership experience gained as Vice President of the University Investment Association
* Certified in Microsoft Excel

# Education

**B.S. in Accounting (150 Credits)** | [Bob Jones University](http://www.bju.edu), Greenville, SC **May 2023**

* Maintained a 4.0 GPA

QuickBooks Certified User Desktop

Have earned, through work and scholarships, 55% of college costs

# Related Experience

**Accounting Intern | Tuffaloy Products, Greer, SC Jan 2019 – June 2019**

* Processed accounts payable data in an enterprise resource accounting (ERP) accounting system
* Compiled data to perform data analytics on overtime hours and changes in inventory levels
* Established documentation for the invoice entry process

**Assistant Accountant |** [**McCloud Technologies**](https://www.mccloudtech.com/)**, Greenville, SC Fall 2018**

* Matched expenses with card transactions and recorded invoices in QuickBooks Online
* Built Excel spreadsheets to effectively communicate business data

# Additional Experience

**Technician |** [**Bob Jones University**](http://www.bju.edu) **Technology Resources Oct 2018 – Dec 2019**

* Sustained friendly customer relations while effectively resolving various computer software issues
* Developed basic troubleshooting skills for Microsoft Windows and Mac OSX

**Intern |** [**State of North Carolina**](http://www.ncleg.net/)**, Raleigh, NC Summers 2018 & 2019**

* Interned for the office of State Senator Norman Sanderson
* Managed constituent calls, reviewed legislation, and conducted research to aid the Senator in presentations

# Extracurricular Activities

* Treasurer | South Carolina Student Legislature
* VP of Operations | [Bob Jones University](http://www.bju.edu) Investment Association
	+ Pitch Committee Leader; raised $11,416 for summer mission team
* Vice President | [Bob Jones University](http://www.bju.edu) Business Association
* Treasurer | [Bob Jones University](http://www.bju.edu) Pi Kappa Sigma Cobras
* Counselor | [Higher Ground Baptist Bible Camp](http://hgbbc.com/) | Sterling, AK
* Teen Leader | Hope Baptist Church | Anderson, SC

**Contact Info**

* Name should stand out
* Include:
	+ City, state, zip code (can include street address if you want to)
	+ Phone number
	+ Email
	+ Can also include:
		- LinkedIn URL
		- Professional Website (if you have one)

**Profile**

* Overview of qualifications & themes in the body of the resume
* Include items such as:
	+ Foreign language proficiencies
	+ Computer proficiencies
	+ Customer Service
	+ Communication, problem solving, teamwork, leadership, work ethic
* Reference the qualifications/requirements section of the job description

**Education**

* College degree (and beyond) no high school (B.S., B.A., A.S., A.A., etc.)
* Major
* University Name, City & State
* GPA – if at or above 3.0
* Anticipated graduation month & year
* Concentration or Minor
* Relevant coursework – if you don’t have much related experience

**Experience**

* Job title
* Company Name, City & State
* Date range of employment
* Bullet-points describing accomplishments
	+ Do not use personal pronouns (I, me, we, my, etc.)
	+ Use strong action verbs to describe
	+ Quantify if possible
	+ Use keywords from job description of desired position
	+ Include development of career competencies (problem solving, communication, teamwork, leadership, work ethic, global and intercultural fluency, technology, self-awareness)

**Extras**

* Associations – Officer positions, memberships
* Certifications – CPR, Excel
* Volunteer/Community Service – GoGreenville, Washington Center Days, etc.
* Local Church – music, teaching, etc.

***Contact us with questions or for resume review!***

careers@bju.edu

[careers.bju.edu](file:///Q%3A%5CCareerServices%5CGA%5C2-Student%20Advising%5CResume%20Advising%5CExample%20Resumes%5Ccareerservices.bju.edu)/students

