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
* A close up of a sign

  Description generated with high confidenceLeadership 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 2025**

* 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 2022 – June 2022**

* 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 2021**

* 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 2022 – Dec 2022**

* 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 2019 & 2021**

* 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 missions’ 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