

Lena Brown

22 Sunshine Rd • Arcata CA • LB111@humboldt.edu • (707) 675-4444

Education

Bachelor of Science, Business Administration Option: Accounting

Minor: Psychology

Humboldt State University

GPA: 3.5
May 20xx

Related Coursework:

Financial Accounting I

Financial Accounting II

Management Accounting

Elementary Statistics

Cost Accounting, Planning & Control

Tax Accounting

Financial Statement Auditing

Principles of Finance

Accounting Experience

Accounting Intern | Block and Block

Arcata, CA | 5/xx – 12/xx

- Assisted in day by day accounting tasks: entered A/P and A/R, processed payments, organized client billing folders, procedure documentation
- Performed general office duties: filing, scanning, mail processing and data entry
- Provided support for the annual audit
- Assisted Accounting Manager with different projects
- Reconciled bank statements and ledger accounts
- Assisted with daily cash balancing
- Updated management reports

Volunteer Income Tax Intern | Humboldt State University

Arcata, CA | 1/xx– 6/xx

- Prepared Taxes for 35 community members using an on-line program
- Checked all returns for accuracy and completeness
- Utilized accepted accounting procedures
- Completed on-line training through the Internal Revenue Service

Business Related Experience

Student Assistant | Humboldt State University

Arcata, CA | 8/xx– 5/xx

- Assisted the department coordinator in general office tasks
- Answered 4 line phone system
- Filed, answered in person questions and finished assigned duties

Leadership Experience

President, Psychology Club

8/xx – Present

Treasurer, Business and Economics Club

1/xx – Present

References

Joe Smith

Professor, Humboldt State U.

Arcata CA

(707) 608-4454

js@humboldt.edu

Laura Ralph

Supervisor, Humboldt State U.

Arcata, CA

(707)_445-7733

ls@humboldt.edu

Connie Walters

Accountant, Block and Block

Arcata, CA

(707) 844-6677

connie@block.com