

JAMES A. STUDENT

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Objective: To secure the position of Accounting Specialist with Tax Preparation Services.

Summary of Qualifications:

- Two years of experience assisting with client accounts in financial services.
- In depth knowledge of various laws and regulations regarding financial management.
- Proficient in Excel, MS Word, Powerpoint, Quickbooks, and other accounting software.
- Motivated, organized, and dedicated to providing efficient, quality service.

Professional Summary:

- 2005 – 2006** **Customer Service Clerk**, First Federal Union Bank, Mission Viejo, CA
- Provided banking service to customers including deposits, withdrawals, and other banking needs.
 - Received recognition for high quality service during the first six months of employment.
 - Responsible for deposit/withdrawal amounts of up to \$200.
- 2003 – 2004** **Investment Account Assistant**, Merchant Int'l, Aliso Viejo, CA
- Internship experience across a wide variety of financial services.
 - Organized client files within requested deadlines.
 - Provided assistance to Financial Managers as needed for completion of customer requests.
- 2003 – 2005** **Sales Representative**, Discovery Museum Store, Mission Viejo, CA
- Provided customer sale assistance including product explanation, description, and completion of sale.
 - Organized inventory and maintained upkeep of store for greatest customer appeal.
 - Received recognition for increased sales during first six months of employment.

Educational Summary:

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| BA in Business Management, Accounting emphasis
CSU, Los Angeles, Los Angeles, CA | (Currently enrolled) |
| Associate of Science Certificate in Accounting
Fullerton City College, Fullerton, CA | 2005 |

**References Provided Upon Request*