

## Federal Resume - Sample 1 (Entry-level Accounting)

### Julie A. McFederal

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SSN: 222-22-2222

Citizenship: U.S.

Veterans Preference: N/A

Federal Status: N/A

#### **OBJECTIVE:**

Seeking an entry-level position with Internal Revenue Service (Vacancy Announcement #: PH-NM-09-149319-S16)

#### **QUALIFICATIONS PROFILE:**

Current college student majoring in business administration with an emphasis in accounting graduating next May 2010. I have participated in various class projects focusing on accounting in Financial, Managerial and Tax Accounting & Planning. My greatest strengths are being able to analyze large amounts of data, being detail-oriented, very skilled with Microsoft Excel giving me the capability to produce complex financial statements and one who works well under pressure.

#### **EDUCATION:**

California State University, Fresno (Fresno State), Fresno, CA 93740 5/2010

**B.S. in Business Administration; Option: Accountancy**

Dean's List (GPA: 3.75/4.0), Total Units: 122

Fresno City College, Fresno, CA 93741 12/xxxx

**A.A. in General Studies**

Dean's List (GPA: 3.35/4.0), Total Units: xxx

Buchanan High School, Clovis, CA 93611 6/xxxx

**High School Diploma**

#### **HONOR SOCIETIES:**

Beta Gamma Sigma (Business) 8/xxxx to Present

Omicron Delta Epsilon (Economics) 1/xxxx to Present

#### **ACCOUNTING INTERNSHIP:**

Stoughton Davidson 6/xxxx to 8/xxxx

**Auditor Internship** 35 hours/week

2520 West Shaw Lane; Fresno, CA 93711 Salary: \$14/hour

Supervisor: Jean Price, (559) xxx-xxxx May Contact: Yes

Participated in the annual audit of Omega Megalithic Holdings, including development of the final certification report.

#### **Key Accomplishments:**

- ◆ Participated in quarterly audit of Alpha Bank Corporation, including identification and correction of over twenty major accounting errors.
- ◆ Developed several Excel spreadsheet Macros currently in use for reducing entry time and automatically cross-referencing for errors.
- ◆ Received Employee of the Month award twice—first intern ever to win the award.

**RELATED EXPERIENCE:**

Anytown Tax & Bookkeeping Service 8/xxxx to Present  
**Accounts Payable/Bookkeeping Clerk** 25 hours/week  
11111 Bullard Avenue; Fresno, CA 9xxxx Salary: \$15/hour  
Supervisor: Larry Accountant, (559) xxx-xxxx May Contact: Yes

Assist with payroll, tax, and account processing. Operate computers programmed with accounting software to record, store, and analyze information. Input debit, credit, and total accounts data on computer spreadsheets and databases, using QuickBooks accounting software. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers.

**Key Accomplishments:**

- ◆ Developed automated monthly sales tax payment system.
- ◆ Implemented Rapid Tax Refund service for individual customers.

**VOLUNTEER EXPERIENCE:**

University HOPE (Housing Opportunities in Education) 8/xxxx to 8/xxxx  
**Home Building Volunteer** 4 hours/week  
33333 Shaw Avenue; Fresno, CA 9xxxx Salary: Unpaid  
Supervisor: Sally Homes, (559) xxx-xxxx May Contact: Yes

Devoted total of 60 hours to help a family build a new home. Collaborated with a team of 8 other volunteers effectively working together to put different pieces of the foundation in place. Hammered, sanded and painted walls and assisted main supervisor with needed support.

**Key Accomplishments:**

- ◆ Volunteered for entire project and never missed a Saturday of volunteering.
- ◆ Received recognition for creating efficient processes in building smaller pieces of the overall home structure making other volunteers' job easier.

**HONORS & AWARDS:**

Craig School of Business (Fresno State)  
**Senior CSB Award** Spring 2xxx  
Smittcamp Family Honors College (Fresno State)  
**President's Honors Scholarship (maintaining 3.6 GPA for 3 years)** Fall 2xxx

**CRITICAL SKILLS:**

Microsoft Word, Excel, Access, Outlook, PowerPoint, Cyma, Peachtree and Quick Books

**LANGUAGES:**

**Spanish:** Intermediate speaking and writing level. Able to interpret and translate adoption and legal documents.

**OTHER QUALIFICATIONS:**

Vice President, Student Accountancy Chapter, 8/xxxx-6/xxxx  
Treasurer, Beta Gamma Sigma honors society, 1/xxxx-5/xxxx  
Dorm Resident Assistant, 8/xxxx-5/xxxx