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Your Name

Mid-Level Internship

Diligent accounting student currently pursuing a bachelor of science in accounting at the University of Illinois. Strong academic record and practical experience in finance. Proficient in key accounting practices, including financial reporting and analysis, tax preparation, and budget forecasting. Knowledge of essential accounting software like QuickBooks and Excel.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, State Abbreviation Zip Code

KEY SKILLS

- Analytical thinking
- Budgeting and forecasting
- Excellent communication
- Financial reporting and analysis
- QuickBooks and Microsoft Excel
- Tax preparation

PROFESSIONAL EXPERIENCE

June 2022

Bank Teller | Hanmi Bank | Naperville, IL

- Process over 100 transactions daily, including deposits, withdrawals, and transfers
- Provide exceptional customer service, addressing account inquiries and educating customers on bank products
- Collaborate effectively with team members to maintain smooth branch operations
- Cross-sell banking products and services for a 20% increase in new account sign-ups and credit card applications
- Maintain high accuracy in financial transactions and record-keeping

September 2021 - Present

Treasurer, Finance Club | University of Illinois

- Oversee a budget of \$15,000, ensuring transparency and accountability in financial management
- Generate detailed financial reports for club activities and expenditures
- Spearhead fundraising initiatives, increasing club funds by 30%
- Provide guidance on effective money management and investment of club funds

EDUCATION

Bachelor of Science (B.S.) in Accounting

University of Illinois, Champaign, IL | - May 2025

Relevant coursework includes:

- Advanced financial accounting
- Auditing
- Business law
- Managerial accounting
- Taxation

ACADEMIC PROJECTS

Corporate Financial Analysis Project | Course: Advanced Financial Accounting – Spring 2023

- Analyzed and interpreted financial statements of Caterpillar Inc.
- Conducted ratio analysis and evaluated financial health and performance trends
- Presented a comprehensive financial report with strategic recommendations