


# DEVIN ASHWORTH


Recent accounting graduate with internship experience in AP and an 8-month part-time bookkeeping role for a local nonprofit. Strong Excel skills and QuickBooks certified. Looking to start as an Accounting Assistant on a team that supports CPA exam study.

## CONTACT

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 Greenville, SC

## EDUCATION

B.S. Accounting in QuickBooks Online  
ProAdvisor Certified, 2024  
Clemson University  
March 2024

Relevant coursework: Intermediate  
Accounting I and II, Federal  
Taxation, Auditing

## KEY SKILLS

- QuickBooks Online, Sage 100, Excel (VLOOKUP, pivot tables)
- Bank reconciliations, AP coding, journal entries
- 10-key by touch, double-entry bookkeeping
- Microsoft Outlook, SharePoint, Adobe Acrobat

## PROFESSIONAL EXPERIENCE

Accounting Intern | Halverson Industrial Fasteners, Greenville, SC  
September 2024 – Present

- Entered around 90 vendor invoices per week into Sage 100, matching to receiving documents.
- Reconciled petty cash and 4 small bank accounts monthly under the staff accountant's review.
- Built an Excel tracker that cut the AP team's invoice-status email volume by an estimated 8 hours per week.
- Sat in on month-end close meetings and prepared supporting schedules for two accrual entries.

Bookkeeping Volunteer (Part-Time) | Upstate Literacy Coalition, Greenville, SC  
June 2023 – July 2024

- Categorized donations and grant receipts in QuickBooks Online for a \$215K annual operating budget.
- Prepared monthly board financial packet including budget-to-actual variance notes.
- Reconciled the operating checking account each month, flagged 3 uncashed grantor checks for follow-up.