



MARCUS BEAUDRY

Staff Accountant

CONTACT INFORMATION



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Worcester, MA 12345

KEY SKILLS

- QuickBooks Online and Desktop
- Excel (VLOOKUP, pivot tables)
- Bank and credit card reconciliations
- AP entry and check runs
- Form 1040 and Schedule C basics
- Journal entries and GL coding
- UltraTax CS (introductory)

ABOUT ME

Recent accounting graduate with internship experience in AP, bank reconciliations, and month-end support at a regional CPA firm. Comfortable in QuickBooks and Excel and looking to grow into a full staff accountant role with CPA exam support.

PROFESSIONAL EXPERIENCE

Accounting Intern

Hartwell & Voss CPAs, Worcester, MA | Jan 2024 - May 2024

- Reconciled bank and credit card accounts for 18 small business clients on a monthly basis.
- Prepared roughly 40 individual and small business tax returns under senior review during the spring busy season.
- Cleaned up an uncategorized expense account that had built up 312 transactions over 9 months.
- Drafted client-ready financials in QuickBooks Online and walked two owners through their P&L by phone.

Bookkeeping Assistant (Part-Time)

Greenfield Family Dental, Worcester, MA | 2022 - 2023

- Entered AP invoices and cut weekly check runs averaging \$14,800 in vendor payments.
- Posted patient receipts and reconciled to merchant deposits each week.
- Built a simple Excel tracker for petty cash that the office manager still uses.

EDUCATION

B.S. in Accounting, College of the Holy Cross, 2024

Relevant coursework: Intermediate Accounting I and II, Auditing, Federal Tax
Becker CPA Review, in progress