



Ravi Petrovic

Accounting Intern

Accounting intern with 2 years of experience supporting tax preparation, document management, and accounts payable verification using QuickBooks and Microsoft Excel. Identified \$3,490 in duplicate vendor charges by cross-referencing payment records in Microsoft Excel and assisted with 25 individual, small-business, and entity tax returns across two filing seasons.

CONTACT INFORMATION



(503) 555-0118



ravi.petrovic@example.com



Astoria, OR 12345

KEY SKILLS

- QuickBooks
- Microsoft Excel
- GAAP
- Accounts Payable
- Tax Return Preparation
- Bank Statement Reconciliation
- Document Management
- General Ledger Support

PROFESSIONAL EXPERIENCE

ACCOUNTING INTERN | NEHALEM BAY FINANCIAL GROUP, ASTORIA, OR 2025 – PRESENT

- Organized and filed 187 financial documents each quarter, cataloging vendor agreements, deposit records, and expense backup so that average retrieval time dropped from 9 minutes to 3 minutes.
- Assisted senior accountants with 17 individual and small-business tax returns during the filing season, gathering source documents and entering data into QuickBooks.
- Identified \$3,490 in duplicate vendor charges over a 6-month review by cross-referencing payment records in Microsoft Excel.
- Scanned and indexed 74 archived folders for the prior fiscal year, completing the project 4 days ahead of the supervisor's deadline.

ACCOUNTING CLERK INTERN | TILLAMOOK RIDGE SERVICES LLC, SEASIDE, OR 2024 – 2025

- Filed and organized 113 financial documents each month, sorting invoices, expense reports, and deposit slips into the digital filing system.
- Assisted the tax preparer with 8 business entity returns by compiling depreciation schedules and mileage logs from source records.
- Flagged \$1,730 in overpaid supply orders by comparing purchase orders against delivery confirmations, leading to vendor credits within 11 days.

EDUCATION

- BS in Accountancy, Oregon State University, Corvallis, OR | 2021 – 2025