

Joy Ball

Accounting Intern

(414) 555-1234

joy.ball@example.com

linkedin.com/in/joyball

123 Finance Ave, Milwaukee, WI 53202

STRENGTHS

- Team Collaboration**
Successfully collaborated on group projects, fostering an atmosphere where everyone's input mattered. Peers frequently sought my assistance on complex topics.
- Attention to Detail**
Carefully reviewed financial reports, which built trust within team members. Commended for spot-checking entries, resulting in fewer errors.
- Effective Communication**
Articulated complex financial information clearly among peers. Developed strong relationships with clients through transparent discussions.
- Problem-Solving**
Navigated potential discrepancies in reports by conducting thorough reviews and collaborating with team leads to correct issues swiftly. Enhanced confidence in my critical thinking abilities.
- Adaptability**
Adjusted smoothly to shifting deadlines while maintaining productivity. Adapted quickly to new software tools, making onboarding more efficient for others.

SKILLS

Financial Reporting Journal Entries

Reconciliation Microsoft Excel

QuickBooks Team Collaboration

Vendor Review Process Data Entry

Audit Preparation

Financial Analysis

Client Communication Compliance

Problem Solving

SUMMARY

Enthusiastic accounting student passionate about finance and eager to join Future Finance Solutions as an Accounting Intern. Possessing strong communication skills, thrives on collaboration within teams while upholding accuracy in financial tasks. Experience includes journal entries, reconciliations, and vendor reviews at Clearview Financial Services and Greenwood Accounting Firm. Seeking to apply knowledge gained from my academic background to assist in preparation of financial statements and reports. Open to feedback and committed to contributing to a cohesive work environment during this hands-on learning experience.

EDUCATION

Bachelor's Degree in Accounting

University of Wisconsin-Milwaukee 🎓 GPA: 3.5 📅 2025 📍 Milwaukee, WI

Coursework: *Financial Reporting, Advanced Accounting, Cost Accounting, Managerial Accounting*

TECHNICAL SKILLS

- **Spreadsheet Software:** Microsoft Excel
- **Accounting Software:** QuickBooks
- **Financial Reporting:** GAAP Standards
- **Data Management:** Database Systems
- **Document Software:** Microsoft Word
- **Presentation Tools:** PowerPoint
- **Communication Tools:** Slack, Email
- **Time Management Tools:** Trello, Asana
- **Reporting Tools:** Tableau, Power BI
- **Research Tools:** SAS, Stata

EXPERIENCE

Accounting Assistant

Clearview Financial Services 📅 June 2025 - Present 📍 Waukesha, WI

Contribute to financial operations by managing daily transactions and supporting month-end closing processes. Prepare journal entries under the guidance of seasoned accountants to enhance comprehension of financial reporting. Commit to compliance with societal accounting principles while developing teamwork skills.

- Monitor daily financial transactions to ensure proper account management.
- Facilitate monthly reconciliation efforts leading up to accurate financial statement closure.
- Engage directly with the finance team to assimilate accountability measures across all levels.
- Prepare documentation that adheres to company policies and external regulations.

Intern

Greenwood Accounting Firm 📅 January 2025 - May 2025 📍 Brookfield, WI

Supported experienced accountants through administrative tasks relevant to financial reporting, enhancing capability for future roles. Contributed actively in vendor review processes using QuickBooks and Excel to collect client data effectively.

- Assisted in data entry and maintained accurate records for financial reporting.
- Participated in vendor reviews, aiding senior staff with preparation for audits.
- Gained valuable practice using QuickBooks complemented by Excel for insightful financial analysis.
- Collaborated with peers to optimize workflow efficiency on accounting tasks.

Time Management

Documentation Review

Software Proficiency

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Accounting Assistant at
Clearview Financial Services (1
Years)

● Intern at Greenwood
Accounting Firm (4 Months)

LEADERSHIP & AWARDS

- Dean's List Recognition, University of Wisconsin-Milwaukee, 2024
- Outstanding Student Award, Accounting Department, 2025

CERTIFICATIONS

- Certified Student Accountant 📅 2025
- Ethics in Accounting Certificate 📅 2025

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society at UW-Milwaukee
- Volunteer Tax Preparer, VITA program

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST