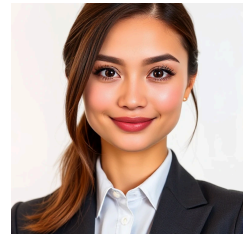


Joy Ball

(414) 555-1234 | joy.ball@example.com

linkedin.com/in/joyball | 123 Finance Ave, Milwaukee, WI 53202



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

2025

University of Wisconsin-Milwaukee GPA: 3.5

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

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
- Time Management
- Documentation Review
- Software Proficiency

EXPERIENCE

Accounting Assistant

June 2025 - Present

Clearview Financial Services

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

January 2025 - May 2025

Greenwood Accounting Firm

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.

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

LANGUAGES

- English (Native) • Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST