



Jacob Pittman

Entry Level Staff Accountant

☎ (312) 555-1234 ✉ jacob.pittman@email.com

🌐 linkedin.com/in/jacob-pittman 📍 123 Main St, Chicago, IL 60601

SUMMARY

Dedicated recent graduate with a Bachelor's Degree in Accounting, focused on finance and accounting principles. Managed multiple tasks efficiently while contributing positively to team settings. Practical experience acquired through academic projects developed skills in financial reporting, data entry, and vendor invoice management. Eager to apply theoretical foundation in a professional capacity, supporting finance and accounting operations with accuracy and dedication. Committed to growth and ready to embrace opportunities for advancement at Dream Builders Inc.

EDUCATION

Bachelor's Degree in Accounting

University of Illinois Chicago 🎓 GPA: 3.8 📅 2026 📍 Chicago, IL

Coursework: Financial Reporting, Taxation, Cost Accounting, Managerial Accounting

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, SAP, Oracle
- **Financial Tools:** MS Excel, MS Access, Tableau
- **Reporting Standards:** GAAP, IFRS, IRS Regulations
- **Research Methodologies:** Quantitative, Qualitative, Mixed Methods
- **Presentation Software:** PowerPoint, Google Slides, Prezi
- **Collaboration Tools:** Slack, Zoom, Microsoft Teams
- **Data Analysis Software:** R, Python, MATLAB
- **CRM Systems:** Salesforce, HubSpot, Zoho
- **Database Management:** MySQL, SQL Server, PostgreSQL
- **Networking Training:** LinkedIn Learning, Coursera, edX

EXPERIENCE

Accounting Intern

University Project 📅 January 2026 – June 2026 📍 Chicago, IL

Role involved detailed analysis within a simulated accounting environment focusing on data management and reporting accuracy. Enhanced understanding of financial practices despite being an academic project, paving the path for practical applications in real-world scenarios.

- Conducted data entry for mock company invoices, ensuring accuracy and timeliness in processing.
- Assisted in preparing financial statements, deepening proficiency in reporting processes.
- Collaborated with peers on capstone projects, simulating accounts receivable management for 50 clients.
- Developed skills in accounting software, generating reports that informed decisions.
- Presented findings to faculty, receiving positive feedback for clarity and presentation quality.

Finance Research Assistant

University Research Lab 📅 September 2025 – December 2025 📍 Chicago, IL

Contributed to research analyzing the impact of profit-sharing plans on motivation, enhancing analytical and communication skills. The role fostered collaboration with a diverse group, focusing on refining methodologies to deliver comprehensive insights.

- Supported literature reviews and data collection, leading to impactful insights on employee motivation.
- Assisted in preparing presentations, boosting confidence in communicating complex concepts.
- Engaged with a team to refine research methodologies, developing critical thinking skills.
- Reviewed scholarly articles to ensure alignment with current industry practices.

Budget Analyst

1/2

STRENGTHS

- 📊 **Strong Analytical Skills**
Interpreted complex fiscal information during projects, leading to successful outcomes and clear recommendations.
- 💬 **Effective Communication**
Presented research findings articulately to peers and faculty, showcasing clarity and organization.
- 👥 **Team Collaboration**
Worked closely with peers on various projects fostering a cooperative atmosphere that improved performance.
- ✓ **Attention to Detail**
Ensured accuracy in all financial entries, preventing errors during the course projects and internships.
- 🕒 **Time Management**
Balanced multiple responsibilities across academics and extracurriculars, honing effective scheduling skills.

SKILLS

Financial Reporting Data Entry

Excel and Accounting Software

Communication

Time Management

Team Collaboration

Accounts Payable

Vendor Management

Invoice Processing Cost Analysis

[Budgeting](#) [Financial Statements](#)

[Research Skills](#)

[Professional Ethics](#)

[Statement Reviews](#) [Profit Sharing](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Accounting Intern at University Project (5 Months)

● Finance Research Assistant at University Research Lab (3 Months)

● Budget Analyst at Course Project (4 Months)

Course Project 📅 January 2025 – May 2025 📍 Chicago, IL

Led a team project to craft a thorough budgeting plan, applying accounting principles with a focus on cash flow and financial analysis. This project enhanced coordination and planning skills essential for future roles in finance.

- Created a budget plan for a fictional business, effectively applying theoretical knowledge.
- Analyzed financial scenarios, presenting results and recommendations to classmates.
- Utilized Excel for financial modeling, which refined technical proficiencies and analytical thinking.
- Built competence in collecting and interpreting financial data, crucial for effective decision-making.

LEADERSHIP & AWARDS

- Dean's List, University of Illinois Chicago (2025)
- Accounting Student of the Year (2026)

CERTIFICATIONS

- Certified Microsoft Excel Associate 📅 2026
- Financial Accounting Fundamentals Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society of UIC (2024 – 2026)
- Volunteer Tutor, UIC Math and Accounting Tutoring Center (2025)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST