

Adrian Bishop

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📍 123 Main St, Baltimore, MD 21201

SUMMARY

Driven finance student with practical experience managing accounting processes. Eager to contribute skills in invoice processing and statement reconciliation. Proficient in MS Office suite and Adobe, maintaining a high standard of accuracy in data management. Experience gained through university projects has solidified capabilities in analytical thinking, financial reporting, and collaboration within teams. A strong communicator recognized for the ability to assist fellow students. Committed to delivering quality work in every task while supporting departmental objectives.

EDUCATION

Bachelor of Science in Finance

2027

University of Maryland GPA: 3.6

Baltimore, MD

Coursework: Financial Management, Accounting Principles, Corporate Finance, Financial Analysis

TECHNICAL SKILLS

- **Financial Software:** QuickBooks, Sage, Xero
- **Analysis Tools:** Excel, Tableau, SPSS
- **Presentation Software:** PowerPoint, Google Slides, Prezi
- **Collaboration Tools:** Slack, Microsoft Teams, Zoom
- **Document Management Systems:** Adobe Acrobat, SharePoint, Google Drive
- **Database Management:** SQL, Access, NoSQL
- **Accounting Systems:** SAP, Oracle, NetSuite
- **Project Management:** Trello, Asana, JIRA
- **Banking Tools:** PayPal, Stripe, Square
- **Data Visualization:** Power BI, R, Python

SKILLS

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|--------------------------|-------------------------|------------------------------|-------------------------|
| • Microsoft Office Suite | • Budget Management | • Cost Management Strategies | • Research Acumen |
| • Adobe | • Communication | • Data Management | • Critical Thinking |
| • Financial Analysis | • Time Management | • Project Coordination | • Problem Solving |
| • Invoice Processing | • Reconciliation Skills | • Client Engagement | • Presentational Skills |

EXPERIENCE

Finance Intern

January 2026 - July 2026

University Project

Baltimore, MD

Supported various financial tasks under guidance from supervising faculty. Engaged in practical financial projects enhancing compliance with university standards while fostering teamwork across departments.

- Assisted in processing invoices for university-funded projects, ensuring correct indexing and vouchering.
- Supported departmental budget management, contributing to effective resource allocation.
- Developed reconciliation processes that enhanced accuracy by identifying discrepancies.
- Responded promptly to inquiries about financial statements from project stakeholders.
- Collaborated on finance-related research with faculty, integrating theoretical knowledge into real-world scenarios.
- Gained direct exposure to client service by aiding in project presentations.

Accounting Assistant

September 2025 - December 2025

University Project

Baltimore, MD

Participated actively in developing tools and conducting research around fiscal responsibility encouraged peer interaction and created impactful learning experiences.

- Participated in team efforts focused on creating a budget analysis tool for student organizations.
- Conducted cost management strategy research, showcasing findings through presentations.
- Contributed to preparation of financial reports for university events, facilitating clear dissemination of information.
- Engaged in tutoring sessions that helped peers master complex accounting concepts.
- Utilized Microsoft Excel for streamlined data management, significantly improving report generation efficiency.
- Received commendations from peers for providing clarity in complex topics during tutoring sessions.

LEADERSHIP & AWARDS

- Dean's List, University of Maryland – 2025
- Winner, University Finance Case Competition – 2026

CERTIFICATIONS

- Microsoft Office Specialist Certification 📅 2026
- Adobe Certified Associate 📅 2026

PROFESSIONAL AFFILIATIONS

- Member, Finance Club, University of Maryland
- Volunteer, Local Community Financial Literacy Program

LANGUAGES

- English (Native)
- Spanish (Proficient)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST