



# Adrian Bishop

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## 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

University of Maryland GPA: 3.6

2027

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**

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

**CERTIFICATIONS**

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

**PROFESSIONAL AFFILIATIONS**

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

**LANGUAGES**

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- English (Native)
- Spanish (Proficient)

**ADDITIONAL INFORMATION**

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

**REFERENCES**

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AVAILABLE ON REQUEST