



Adrian Bishop

Finance & Accounting Intern

☎ (410) 555-1234 ✉ adrian.bishop@email.com

🌐 linkedin.com/in/adrianbishop 📍 123 Main St, Baltimore, MD 21201

STRENGTHS

- Analytical Skills**
Adept at breaking down complex financial problems into manageable parts, leading discussions around strategic decisions.
- Communication Proficiency**
Recognized for clear communication when presenting research, effectively reaching diverse audiences including peers and faculty.
- Organizational Ability**
Skilled at maintaining systematic records across multiple projects, enabling swift retrieval of information as needed.
- Team Collaboration**
Worked efficiently within teams, promoting an open dialogue that encouraged input and improved outcomes.
- Time Management**
Successfully prioritized numerous tasks within short deadlines, demonstrating reliability in busy academic settings.

SKILLS

- Microsoft Office Suite
- Adobe
- Financial Analysis
- Invoice Processing
- Budget Management
- Communication
- Time Management
- Reconciliation Skills
- Cost Management Strategies
- Data Management
- Project Coordination

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

EXPERIENCE

Finance Intern

University Project 📅 January 2026 - July 2026 📍 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

University Project 📅 September 2025 - December 2025 📍 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.

