



Luka Berg

Staff Accountant Intern

☎ (404) 555-0123 ✉ luka.berg@example.com

🌐 linkedin.com/in/lukaberg 📍 1234 Elm Street, Atlanta, GA 30301

SUMMARY

Detail-oriented accounting student deeply engaged in practical experiences related to tax preparation and audit tasks. Proficient in Microsoft Office, with a focus on Excel, showcasing solid understanding of accounting principles and tax regulations. Collaborative team participant who has developed effective client relationships during academic projects. Known for adhering to deadlines while receiving constructive feedback to drive continuous improvement, aiming to leverage these skills at Novogradac as part of its renowned internship program.

EDUCATION

Bachelor of Science in Accounting

Georgia State University 🎓 GPA: 3.50 📅 2027 📍 Atlanta, GA

Coursework: Intermediate Accounting, Financial Reporting, Taxation, Accounting Principles

TECHNICAL SKILLS

- **Office Productivity Tools:** Microsoft Word, Microsoft Excel, Google Sheets
- **Accounting Systems:** QuickBooks, Xero, FreshBooks
- **Tax Software:** TurboTax, H&R Block, Drake Tax
- **Statistical Software:** R, SAS, SPSS
- **Communication Platforms:** Zoom, Slack, Microsoft Teams
- **Project Management Tools:** Trello, Asana, Monday.com
- **Presentation Software:** PowerPoint, Prezi, Canva
- **Data Visualization Tools:** Tableau, Microsoft Power BI, Google Data Studio
- **Document Sharing Tools:** Google Drive, OneDrive, Dropbox
- **Learning Management Systems:** Blackboard, Canvas, Moodle

EXPERIENCE

Accounting Intern

University Project 📅 January 2026 - Present 📍 Atlanta, GA

As an Accounting Intern, engages in various projects involving tax preparation and auditing, supporting both academic pursuits and real-world simulations. Provides insights into operational improvements through collaboration with fellow students and faculty.

- Collaborated on tax preparation projects, analyzing financial statements and preparing documentation for submission.
- Assisted in audit simulations, identifying discrepancies and proposing corrective actions.
- Developed comprehensive reports based on data analysis to effectively communicate findings to peers.
- Engaged with simulated clients, enhancing relationship-building skills through role-playing exercises.
- Gathered and interpreted financial data to align project objectives with academic standards.
- Utilized Microsoft Excel for financial modeling, boosting efficiency in data handling.

Research Assistant

University Project 📅 September 2025 - December 2025 📍 Atlanta, GA

Contributed as a Research Assistant, focusing on academic research regarding best practices in accounting, working closely with faculty and team members throughout various stages of the research process.

- Supported faculty research by compiling and analyzing relevant data for accurate conclusions.
- Created engaging presentations summarizing findings for academic conferences, reinforcing communication skills.

STRENGTHS



Problem Solver

Demonstrated ability to assess complex situations, provide actionable solutions during projects, and gain respect from peers by suggesting effective strategies.



Effective Communicator

Developed proficiency in translating complex financial concepts into understandable terms, allowing better engagement with peers and educators alike.



Team Player

Consistently foster collaboration through active participation in group projects, building camaraderie among team members that enhances overall project success.



Detail-Oriented

Approaches every task thoroughly, ensuring accuracy in all project outputs and consistently meeting established deadlines while maintaining quality.



Adaptable Learner

Quickly assimilates new information and adjusts approaches based on constructive feedback, displaying resilience which leads to growth in skill development.

SKILLS

Microsoft Office Suite (Excel, Word)

Tax Preparation Audit Procedures

Data Analysis Financial Reporting

Compliance Checks

Research Methodologies

Client Relationship Management

Statistical Software

Report Writing Tools

Business Simulations

Feedback Mechanisms

Collaboration Techniques

Presentation Skills

Literature Reviews

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Accounting Intern at University Project (6 Months)

● Research Assistant at University Project (3 Months)

● Capstone Project Developer at Academic Research (4 Months)

- Participated actively in weekly meetings to discuss project progress and address challenges faced.
- Maintained organized documentation aligned with academic requirements, ensuring thoroughness.
- Used statistical software for in-depth data interpretation, impacting project accuracy.
- Cultivated a collaborative environment by providing constructive feedback to fellow researchers.

Capstone Project Developer

Academic Research 📅 January 2025 - May 2025 📍 Atlanta, GA

Focused on developing a capstone project exploring tax legislation's impact on small businesses, integrating extensive research methodologies throughout the project lifecycle.

- Designed a structured capstone project with clear objectives, effective methodologies, and expected outcomes.
- Conducted literature reviews and necessary data collection, bolstering project credibility.
- Drafted a detailed plan that incorporated innovative ideas aimed at presenting findings clearly.
- Utilized Microsoft Office tools rigorously for reports, ensuring documentation met professional standards.
- Enhanced problem-solving abilities through collaboration in simulating real-world scenarios.
- Earned commendations from faculty reflecting depth and creativity in research approaches.

LEADERSHIP & AWARDS

- Dean's List, Georgia State University, Fall 2025
- First Place, University Accounting Competition, Spring 2026

CERTIFICATIONS

- Microsoft Excel Certification 📅 2025
- Introduction to Financial Accounting - Coursera 📅 2025

PROFESSIONAL AFFILIATIONS

- Member, Accounting Society, Georgia State University
- Volunteer, Local Charity Tax Preparation Program

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST