

FIRST NAME LAST NAME

Street Address
City, State Zip Code
Email Address
Cell Phone Number

Social Security #: [redacted]

Citizenship: USA

Veterans Preference: N/A

Federal Civilian Status: N/A

SUMMARY STATEMENT

I am a student at The University of Scranton pursuing a Bachelor of Science in Accounting with a Forensic Accounting minor. During my time at The University of Scranton I have sought to explore various opportunities such as club leadership positions and volunteering at the VITA program. I am now seeking to expand my horizons further through the FBI Honors Internship Program.

PROFESSIONAL SKILLS

- Italian, novice reading and writing
- Python basics
- Bloomberg terminal

WORK EXPERIENCE

University of Scranton Bookstore, Scranton, PA

08/2020-02/2021

Sales Associate, \$11.50 per hour

Temporary

Donald Drasba (570) 941-7454

- Worked as a cashier and stocked the floor during operating hours
- Counted cash drawer at end of the day to ensure an accurate balance of cash

EDUCATION

The University of Scranton, Kania School of Management, Scranton, PA

Bachelor of Science in Accounting

Anticipated Graduation December 2022

- Overall GPA: 3.95/4.00
- Dean's List: Fall 2019 – Spring 2021

Mount Olive High School, Mount Olive, NJ

High School Diploma

Graduated June 2019

- Overall GPA: 3.82/5.00
- Honor Roll: 3 Years

CERTIFICATIONS

VITA Certification

Issued by IRS, Austin, TX

Valid 11/2020 - 12/2021

VOLUNTEER EXPERIENCE

University of Scranton VITA program, Scranton, PA

02/2021-04/2021

- Worked taxwise software to prepare tax returns for the 2020 tax year

First Lego League, Mount Olive, NJ

11/2018-12/2018

- Learned the rules of the 2018 FLL game to oversee and score competing teams as a referee
- Promoted younger kids' interest in STEM activities

ACTIVITIES

The University of Scranton Gaming Club, Scranton, PA

Treasurer

08/2020-Present

- Allocated the club budget for purchase of necessary equipment for club events
- Assisted in the running of weekly club meetings

The University of Scranton Commuter Student Association, Scranton, PA

First Year Advisory Board; Communication Chair; Treasurer

09/2019-Present

- Allocated the club budget for purchase of necessary equipment and items for club events
- Work alongside my fellow board members to organize and advertise for club events
- Assisted first year students develop an interest in the organization