

ADETUTU OLEBEGA

(401) 555-1212

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EDUCATION

The University of Rhode Island, Kingston, RI

Bachelor of Science in Business Administration

May 2025

Major: **Accounting**

Minor: **Economics**

GPA: 3.4/4.0

Dean's List - 4 semesters

Recipient of Kathleen Jackson Academic Scholarship

External Study: National Student Exchange, Washington, DC

Spring 2023

CPA Eligibility: add the date and semester you will have completed your educational requirements

RELATED EXPERIENCE

KPMG, New York, NY

Accounting Intern

Summer 2024

- Utilized Excel to input client data
- Worked with team of four interns to analyze quarterly statements
- Created procedural manual to assist future interns become acclimated to department
- Named intern of the week

Dynisco, Sharon, MA

Accounting Intern

Fall 2022 & 2023 - present

- Utilized analytical skills to research cost variances for Production Department
- Processed monthly closing journal entries using SBClient
- Performed accounts payable functions and posted transactions on a weekly basis
- Produced PowerPoint presentation used by manager at staff meeting
- Strengthened teamwork skills

VITA Program

Fall 2021

- Directly prepared customer's return
- Interviewed customer to determine if all income, deductions, and allowable credits claimed
- Prepared tax returns using electronic filing software
- Maintained confidentiality

OTHER EXPERIENCE

Tony's Pizza Palace, Smithfield, RI

Waitress

September 2021 - present

- Manage financial records and maintain register receipts
- Open and close facility; entrusted with nightly cash out
- Maintain a professional, friendly attitude while serving customers
- Develop problem solving skills while working in groups

Hyatt Regency Hotel, Goat Island, RI

Pool Lifeguard

Summers 2021-22

ACTIVITIES/COMMUNITY SERVICE

Beta Alpha Pi, Member

2021 - present