

AMELIA SMITH

(401) 555-1212

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EDUCATION

The University of Rhode Island, Kingston, RI

Bachelor of Science in Business Administration

May 2019

Major: **Accounting** Minor: **Italian**

GPA: 3.4/4.0 Dean's List - 4 semesters

Recipient of Kathleen Jackson Academic Scholarship

Study Abroad: Institute at Palazzo Rucellai, Florence, Italy

Fall 2017

150 Credit Hour Plan: Will be applying to MSA programs or through additional undergraduate coursework

RELATED EXPERIENCE

KPMG, New York, NY

Accounting Intern

Summer 2018

- 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

Spring 2017

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

PwC Case Competition

Fall 2016

- Selected to compete in competition
- Worked with team of three to research, analyze and solve general business problem
- Presented findings to PwC partners
- Developed problem solving and public speaking skills

OTHER EXPERIENCE

Tony's Pizza Palace, Smithfield, RI

Waitress

February 2016-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 2015-2017

ACTIVITIES/COMMUNITY SERVICE

Beta Alpha Pi, Member

2017 - present