

Accountable Annie

(631) 979-2345
accountable@optonline.net

123 Bad Debts Court, Smithtown, NY 11787
ePortfolio: www.accountableannie@google.com

WHAT I HAVE TO OFFER YOUR COMPANY for the position as an accounting intern.

- Knowledge of the accounting cycle, functions and terminology
- Ability to complete all assignments with accuracy and efficiency
- Ability to use accounting software to input and extract data

EDUCATION: Will graduate in June 2011 from Smithtown High School, Smithtown, NY 11787

FUTURE PLANS: Attend an ivy league college to study accounting

21st CENTURY WORKPLACE COMPETENCIES

Critical Thinking Skills:

- Analyzed ethic cases to determine if the accountant acted ethically according to the AICPA Code of Conduct. Produced a five-page analysis report.

Communications Skills:

- Presented a fifteen-minute PowerPoint presentation to my accounting class on XYZ Corporation. Presentation included analysis of financial statements and owner's equity including ratio analysis of the financials.

Using Resources:

- Using the Internet I researched careers in accounting to determine the best accounting field I should pursue in my post-secondary education.
- Frequently used the following resources in my class to broaden my knowledge of accounting: Corporate annual reports, Business Week and Money magazine.

Team Work and Leadership Skills:

- Led a four-member team in solving typical accounting procedures such as: profitability, use of petty cash, bank reconciliation and internal controls.

Time Management Skills

- Successfully met deadlines for accounting assignments, reports, data entry and statement analysis throughout the school year.

Computer Skills

- Utilized the following software programs in completing the accounting projects: Microsoft Word, Excel, PowerPoint, Internet and general ledger entry programs.

Accounting Terminology and System Skills

Achieved a grade of "A" in my College Accounting class:


Accounting Equation	Petty cash and bank reconciliation
Journal entries	Financial statements
Internal controls	Inventory and cost analysis
Depreciation	Adjusting and closing entries.
Payables, receivables, payroll and bad debts.	Ethics

Learning from the Experts

- Class field trips to Holtz, Rubenstein and People's Alliance Federal Credit Union for on-site accounting exploration.
- Introduced to real-world concepts through class speakers such as Theresa Pace, Suffolk County Government General Services, Jack Brown of ABC Accounting firm and Mary Smith, V.P. Accounting at Computer Associates.

Internships:

- **Accounting Intern**, Abrams Accounting, Islandia, NY. January to June 2010. Duties include: filing, data entry, making copies, and researching.
- **Bank Teller**, Teachers Federal Credit Union's "Bank in the School" program. Completed thirty-hour training program and performed teller functions at school's bank office.



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