

Willie Warhawk

Home Address:
123 Main Street
Wauwatosa, WI 53225

Cell: (262) 555-5555
warhawk01@uww.edu

School Address:
800 West Main Street
Whitewater, WI 53190

Career Objective

Seeking an audit or tax internship opportunity to utilize my analytical and problem solving skills and education in the field of accounting.

Education

University of Wisconsin-Whitewater
Master of Professional Accountancy
Bachelor of Business Administration
Major: Accounting

Cumulative GPA: 3.64/4.0
Anticipated Graduation Date: May 2020
Anticipated Graduation Date: May 2019

Honors

Dean's List for Academic Achievement

Fall 2015- Fall 2017

Work Experience

Hometown, Inc., Wauwatosa, WI
Accounting Intern

January 2018-Present

- Record and track Accounts Payable and Accounts Receivable
- Journalize daily transactions utilizing QuickBooks
- Generate and maintain spreadsheets in Microsoft Excel with information about suppliers and customers
- Work as part of a team to conduct quarterly inventory counts

UW-Whitewater Office of Career and Leadership Development
Student Assistant

September 2016- Present

- Manage daily operations at the front desk including scheduling appointments, answering questions and providing superior customer service in-person and over the phone
- Train new student workers on staff
- Assist with employer registration for department events including the Accounting Career Fair and the Hawk Career Fair

Subway, Wauwatosa, WI
Sandwich Artist

August 2014- February 2015

- Provided customer service while making sandwiches to specific customer requests
- Worked on a team in order to complete tasks in a timely manner
- Assisted in closing duties such as end of the day report, verifying inventory, and physically closing the restaurant

Organizations

UW-Whitewater Beta Alpha Psi

Spring 2018- Present

UW-Whitewater Chapter of the Institute of Management Accountants (IMA)

2016-2017