

2935 Elm Street  
7235 El Camino Real

Morro Bay, CA 93442  
San Jose, CA 95577

(805) 772-3344  
(805) 466-7855

**OBJECTIVE**

Summer internship in public accounting firm.

**EDUCATION**

California Polytechnic State University, San Luis Obispo, CA

Bachelor of Science: **Business Administration**, June 2008

Concentration: **Accounting**

**Accounting Courses and Grades**

214 Financial Accounting (A-)

215 Managerial Accounting (A)

321 Intermediate Accounting I (B+)

322 Intermediate Accounting II (Winter)

314 Tax Accounting (Spring)

425 Auditing (Spring)

391 Management Info Systems (B)

**Memberships**

Golden Key National Honor Society

CPAC (Cal Poly Accounting Club), **Treasurer**

SAAC (Student Accounting Advisory Club)

**Honors**

Chevron Scholarship, 2005

Barceloux Brothers Scholarship

Dean's List, Cal Poly

**EXPERIENCE**

California Polytechnic State University, San Luis Obispo, CA

**Student Assistant, College of Business Advising Center**

2005 – present

- Advise up to 12 business students daily on academic progress
- Update detailed curriculum sheets and review degree audit reports
- Revised academic/creative content of Advising Center website (1500 hits daily)

McCormick & Co., Inc./Schilling Division, Salinas, CA

**Intern**

Summer 2004

- Assisted with accounts payable
- Prepared daily, weekly and monthly status reports and charts using Excel
- Assisted with training new employee

Oxnard Recreation Department, Oxnard, CA

**Day Camp Instructor**

Summer 2003

- Taught safety standards, cheer and dance techniques to children ages 7 to 14
- Received "Safety Award" in recognition for actions taken in a crisis situation

**COMPUTER SKILLS**

Excel

Word

Access

PowerPoint

Quicken

**VOLUNTEER EXPERIENCE**

Cal Poly 2004 Homecoming Committee

Cal Poly Week of Welcome Volunteer

John Madden Celebrity Golf Tournament

Big Brothers, Big Sisters Fundraiser

## ACCOUNTING FIRM INFORMATION

Department of interest: Audit or Tax

Summer Internship

Start Date: June 2007

Location Preference: San Jose, San Francisco, Sacramento or Southern California/Los Angeles

Proof of eligibility to work in the U.S.: Yes

Cal Poly Major GPA: 3.4

Cal Poly Overall GPA: 3.2

SAT: Verbal 610, Quantitative 590, Total 1200

CPA Exam: No

Independence Statement: 1) Relatives and affiliations – No; 2) Stock holdings – No

### Writing Samples [address both topics]:

- 1) Write one or two strong paragraphs to describe a recent project on which you worked that demonstrated your determination to complete challenging tasks.
- 2) Write one or two strong paragraphs to describe your single most significant accomplishment in the past two years, and how that accomplishment demonstrates your qualifications for a position with an accounting firm.