SARAH GAFFE

CV

123 Anywhere Avenue, Portland, ME 54321 123-456-7890 example@cvmaker.com

Driven, highly successful accounting student and Beta Alpha Psi member obtaining an MBA in Corporate Finance with four years completed. Seeking an internship to gain professional experience, utilizing my educational background and existing skills while also fostering new ones.

WORK EXPERIENCE

Volunteer Accounting Assistant Sep 2022 - May 2023

Local nonprofit, Portland, ME

- Entered invoices, receipts, and expense transactions in QuickBooks under supervision.
- Assisted with bank reconciliations and flagged discrepancies for review.
- Helped prepare monthly income and expense summaries.
- Organized financial records and checked supporting documents for completeness.

Accounting Tutor Sep 2020 - Jul 2022

Boston College, Boston, MA

- Tutored undergraduate students in financial accounting, journal entries, and financial statements.
- Explained accounting concepts through worked examples and practice exercises.
- Reviewed assignments and helped students identify and correct calculation errors.
- Adapted sessions to individual learning needs and course requirements.

EDUCATION AND QUALIFICATIONS

Bachelor of Science, Accounting Sep 2018 - Jul 2022

Boston College, Boston, MA

- Earned B.S. in Accounting
- Joined Beta Alpha Psi sorority
- Maintained a 3.98 GPA
- Accounting tutor for undergraduate students for two years

Master of Business Administration (MBA), Corporate Finance Sep 2022 - May 2024

University of Phoenix, Portland, ME

- Currently enrolled, working toward MBA degree
- Active in Beta Alpha Psi sorority and community
- Volunteered for local nonprofit as a student accountant with supervisory oversight
- Anticipated graduation date May 2024

SKILLS

Data Entry	Skillful
Asset Management	Expert
Payroll Software	Expert
Financial Reporting	Skillful
Business Administration	Experienced
Accounts Receivable	Expert
QuickBooks	Experienced
Microsoft Suite	Experienced