

Alex Accountant

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EDUCATION

University of Wisconsin Oshkosh

Oshkosh, WI

Bachelor of Business Administration

Graduation date: May 2021

Majors: Accounting & Finance (Completing 150 credits to sit for CPA exam)

GPA 3.7

ACCOUNTING EXPERIENCE

Electric Company

Appleton, WI

Accounting/Finance Intern

September 2020 - Present

- Develop program instructions to run monthly cost and expense allocations
- Yield quarterly and annual state reports in a timely manner
- Complete 10-20 monthly, quarterly, and annual account reconciliations of various general ledger accounts
- Ensure completion of 88-150 account reconciliations between seven employees by a set deadline
- Prepare and review documents used in scheduled audits
- Update and maintain accurate and efficient documentation for monthly processes

CPA Firm LLP

Oshkosh, WI

Tax Intern

January 2020 - May 2020

- Communicated with a diverse client base – ranging from privately held to publicly traded organizations
- Collaborated in a team environment working directly with staff accountants, senior leaders, and managing partners to learn about relationship-based business model and technology
- Expedited two large audits concerning SAS 70 reports and the organization's business resumption plan

Internal Revenue Service

Madison, WI

Volunteer Income Tax Assistance (VITA)

January 2019 - April 2019

- Processed approximately 75-100 individual tax returns, paying close attention to detail with a diverse client-base
- Recovered approximately \$500 per individual tax return, by identifying additional deductions and credits

COACHING EXPERIENCE

Lawrence University

Appleton, WI

Assistant Basketball Coach

June 2020 - August 2020

- Enhanced skill sets of college basketball players through positive instruction and leadership
- Utilized critical thinking to create statistical charts of opposing teams for future use
- Prepared an evaluation and progress report for approximately 12 athletes weekly
- Organized travel arrangements for 12 athletes for away games
- Volunteered in the community and ran various basketball camps for up to 50 children ages 6-18

LEADERSHIP EXPERIENCE

Inductee - Beta Alpha Psi Accounting Club

January 2019 - Present

Chairperson and Budget Manager (\$67,000) -UWO University Speaker Series

September 2018 - Present

State Student Representative - Regional ACUI Leadership Team

February 2017 - May 2018

Executive Planning Committee Member - First Annual UWO Leadership and Diversity Conference

May 2017

SKILLS & STRENGTHS

- Proficient in Microsoft Outlook, Excel, PowerPoint, and Word through classroom and work application
- Public speaking experience through leadership presentations given at Regional and National conferences
- Exhibits cooperation skills through various tasks and activities such as coaching athletes, completing school assignments, tutoring and mentoring peers, and finishing workplace projects