

FIRST LAST

San Diego, CA 92110
(555) 555-5555
name@sandiego.edu

SAMPLE MACC
STUDENT

EDUCATION

University of San Diego

Master of Science in Accountancy

MACC GPA: 3.87

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Bachelor of Science in Accountancy

Accounting GPA: 3.65 Major GPA: 3.74 Overall GPA: 3.42

Awarded Moss Adams Scholarship

Accounting International Experience

- Completed six units of accounting and business courses in London, Paris, and Rome

San Diego, CA
Expected August 2020
Completing 154 units
Expected May 2020

June 2018

EXPERIENCE

Budget and Treasury, University of San Diego

Accounting Intern

- Post journal entries and reconcile investment activity for the university's \$320 million portfolio
- Prepare Excel spreadsheets and reconciliations in support of external audit
- Assist in the audit of academic and administrative departmental budgets maintained in the university's Oracle ERP System
- Prepare quarterly manuals for university president outlining gifts comprising endowment fund balance

San Diego, CA
October 2018–present

Career Development Center, University of San Diego

Career Ambassador

- Served as a liaison between students, faculty, and office staff
- Assisted with database updates and internet research projects
- Managed busy reception area and handle multiple duties, including answering phones, scheduling appointments, and distributing information to students

San Diego, CA
September 2018–May 2019

Athletics Unlimited

Sales Representative

- Handled sales and customer service for customized athletic product
- Delivered team purchases to schools, team sites and businesses
- Utilized creative advertising techniques to increase company visibility
- Processed sales orders, filed purchase orders, performed maintenance and opened/closed store

Sacramento, CA
Summers 2015–2016

SKILLS

- Microsoft Excel certified; proficient in Microsoft Word and PowerPoint
- Knowledge of Oracle and QuickBooks
- Proficient in Spanish

LEADERSHIP AND COMMUNITY SERVICE

Beta Alpha Psi, Vice President, University of San Diego

Accounting Society, University of San Diego

- Director of Hospitality and Student Accounting Lab Tutor
- Outstanding Member

Preceptor Assistant

- Mentored and advised first-year students in Economics 101 course at the University of San Diego

Volunteer for Special Olympics, beach cleanups, and tutoring elementary school students

January 2019–present

Fall 2017–present

Spring 2018

Fall 2017

2015–2017

IMPORTANT NOTES

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Double enrolled in MACC or MTAX your senior year?
Highlight MACC and MTAX first!