

Nita Job

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Objective

To obtain a Tax Internship for Spring 2016

Summary of Qualifications

- Eligible and plan to sit for the CPA exam in summer 2017
- Advanced in Microsoft Applications, Excel Certified (Fall 2015)
- 4 years of volunteer experience with the VITA program in Denton
- Studied Abroad in London and Paris for business courses in Summer 2015

Education

Bachelor/Master of Science in Accounting
Focus: Taxation
University of North Texas

MS Graduation: May 2017
ACCT GPA: 3.3, Overall GPA: 3.5
Denton, Texas

Work Experience

Recording Engineer & Office Assistant
UNT Recording Services

08/2008 – Present
Denton, TX

- Recording and editing concerts such as doctoral, senior, junior and faculty recitals daily
- Assisted with up to 21 professional recording sessions weekly
- Performed regular office duties and assisted faculty, staff, students and parents

Budget Clerk
UNT College of Arts & Sciences Office

01/2011 – 05/2012
Denton, TX

- Oversee daily deposits of up to \$2000
- Checked balances on 15 accounts daily
- Daily entries of interdepartmental orders to spreadsheets

Honors & Awards

Sigma Alpha Iota, Sword of Honor
UNT Outstanding Student Employee Award
Emerald Eagle Scholarship

5/2015
5/2011
2011-2015

Student Affiliations & Activities

Student Affiliate of the AICPA, UNT
Member, Beta Alpha Psi, UNT Chapter

Spring 2012-Present
Fall 2012- Present

Member, Sigma Alpha Iota, UNT

2010-2013

- Treasurer, 2011-13
- Fundraising Chair, 2011-13
- Webmaster, 2010-12

Volunteer Experience

- UNT, VITA program (60+ hours during tax season) 2012-2015

Additional

Location Preference: Dallas, Texas