**Frank A. Counting**

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# EDUCATION

**Loyola University Maryland, Sellinger School of Business,** Baltimore, MD Expected May 20xx

*Bachelor of Business Administration in Accounting*

* **Cumulative GPA**: 3.9 | **CPA Eligible** April 20xx
* **Sellinger Scholars** (Business Honors Program): Selected from competitive pool to participate in honors classes
* **Honors & Societies**: Beta Alpha Psi (Accounting Honor Society), Dean’s List (All Semesters), General Business Award (Nominated by faculty as single recipient out of 30 students)

# PROFESSIONAL EXPERIENCE

**PricewaterhouseCoopers,** Baltimore, MD May – August 20xx

*Tax Intern*

* *(Past-tense Action Verb + Core Content + Result, Purpose, or Impact)*
* *Highlight accomplishments, not just daily responsibilities*
* Prepared individual, non-profit, partnership, and corporation tax returns extensions using Sure-prep and Pro-systems
* Increased an S-Corporation suspended losses by $80k by creating a schedule of past losses taken on
* Updated master spreadsheet with client information and accountant recommendations
* Analyzed nonprofits tax returns and reconciled the balances from trial balance to functional expenses
* Prepared sales/use tax returns for over 20 different states and wrote an article about uncollected sales/use tax from online sales, concerning e-commerce sites selling to states without a nexus
* Coordinated with a team of 7 interns across multiple office locations to produce a 45-minute presentation for firm management on internal process improvements; suggestions made were adopted and implemented

**KPMG,** New York City, NY August 20xx

*Discover Externship Participant*

* Selected to partake in a competitive 2-day experiential learning opportunity
* Engaged with public accounting professionals in the audit, tax, and advisory departments
* Gained practical insights into the day-to-day responsibilities of new hires and seasoned professionals, their work, and the clients they serve

# EXTRACURRICULAR INVOLVEMENT

**Institute of Management Accountants, Loyola University Maryland,** Baltimore MD January 20xx - Present

*President*

* Communicate with faculty to identify professionals and invite speakers to meetings
* Schedule and co-facilitate monthly meetings, creating agenda items for members to discuss
* Work to increase Accounting Society membership through social media platforms
* Planned alumni-student networking event in Spring 2018 for 75 people with a budget of $2,000

**Care-A-Van,** Baltimore MD September 20xx – May 20xx

*Volunteer*

* Participated in food preparation and serving meals for a combined total of 50 hours

**Undergraduate Admissions, Loyola University Maryland,** Baltimore MD January – May 20xx

*Campus Tour Guide*

* Facilitated group information sessions for prospective students and families in order to help them better understand what Loyola has to offer and where departments and activities take place

# SKILLS AND CERTIFICATIONS

* **Technical Skills**: Proficient in Tableau, Introductory knowledge in QuickBooks and SAP
* **Certifications**: Microsoft Excel, Bloomberg