

Judy James

xxx Bell Lane, Montclair, NJ 21057

jjames@xxx.xxx

443-xxx-9135

Education

Stevenson University, Stevenson, MD
Bachelor of Science in Accounting

December 20xx
GPA 3.50/4.00

Relevant Coursework

- Principles of Accounting I & II
- Intermediate Accounting I
- Windows & Microsoft Office Applications
- International Accounting
- International Business Management
- Cost and Managerial Accounting

Computer Skills

- QuickBooks
- Creative Solutions

Relevant Experience

SC&H Group, Sparks, MD

Personal Property Tax Intern

September 20xx- present

- Complete tax return, valuation, and appraisal preparation
- Perform asset detail analysis and assist with jurisdiction and client research

James A. Copper, CPA & Associates, Montclair, NJ

June 20xx-August 20xx

Receptionist

- Maintained various spreadsheets and customer files using Microsoft Excel
- Recorded customers' expenses and revenues in QuickBooks
- Reconciled bank and credit card statements

Experience

Panera Bread, Montclair, NJ

January 20xx-January 20xx

Dining room

- Communicated with customers to provide an excellent atmosphere and dining experience
- Cleaned and organized dining room to ensure a safe and sanitary environment

Andy Nelson's BBQ, Cockeysville, MD

January 20xx-August 20xx

Cashier/caterer

- Operated necessary point-of-sale programs and communicated with customers to coordinate catering
- Calculated appropriate change for customer transactions

Activities at Stevenson University

Honor's Program

May 20xx-Present

Society of Leadership and Success (SAP)

September 20xx-Present

Awards

- Senatorial Scholarship Award
 - New Jersey Delegate Scholarship Award
 - Dean's List, Stevenson University
 - Presidential Scholarship, Stevenson University
 - Delegate J. Arnold Scholarship
 - New Jersey Nets Distinguished Scholar
 - Valedictorian, Montclair Academy
- Spring 20xx
Spring 20xx
Fall 20xx, Fall 20xx, Fall 20xx
Spring 20xx
Spring 20xx
Spring 20xx
May 20xx