

Judy James

jjames@xxx.xxx ▪ 443-xxx-xxxx

Education

Stevenson University, Owings Mills, MD
Bachelor of Science, Accounting
Credits Completed: 1xx

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

- Completed tax return, valuation, and appraisal preparation
- Performed 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

Intercollegiate Athletic Experience

Stevenson University, Owings Mills, MD

Women's Basketball Team Member

August 20xx – Present

- Devoted a minimum of 20 hours per week to athletic responsibilities in addition to balancing full academic course load
- Learned effective communication skills implementing and receiving constructive criticism from coaches and teammates to progress collective performance
- Participated in team building activities to resolve conflicts, set team goals, and improve team chemistry

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

Leadership Organizations

Stevenson University, Owings Mills, MD

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
- Spring 20xx
Spring 20xx
Fall 20xx, Fall 20xx, Fall 20xx
Spring 20xx
Spring 20xx
Spring 20xx