**Archibald Eagle**

(812) 000-0000

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# EDUCATION

University of Southern Indiana Evansville, IN

Bachelor of Science in Accounting and Professional Services Expected: May 2024

* *AACSB Accredited College of Business and Accounting program* GPA: 3.94
* *Dean’s List all semesters*

# KEY SKILLS

* + Exceptional time management skills
  + Excellent written and verbal communication skills
  + Proficient in Microsoft Excel and tax preparation software

# PROFESSIONAL EXPERIENCE

Tax Intern, Eagles Nest CPA | Evansville, IN January 2022 – April 2022

* + Prepared 1040, 1120, 1120S returns and quarterly estimated tax payments
  + Identified and entered adjusting entries into client’s financial statements for tax purposes
  + Analyzed financial statements and source documents to ensure accuracy for tax preparation purposes
  + Experienced in ProSystem Fx Tax & relevant software Fixed Assets CS and SurePrep

Cashier, Schnucks | Evansville, IN December 2020 – December 2021

* + Greeted customers and handled payments via POS system
  + Maintained a clean area by routinely dusting, wiping down surfaces and replenishing product by register
  + Swiftly addressed any customer complaints and contacted management when requested

# EXTRACURRICULAR INVOLVMENT

USI Speaking Eagles Toastmasters January 2022 – Current

USI Beta Alpha Psi January 2022 – Current

Vanderburgh County Humane Society Volunteer April 2019 – Current