

# First Name Last Name

12345 Anywhere USA • City, MI • 12345  
email@wayne.edu • 123-456-7890

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## EDUCATION

### WAYNE STATE UNIVERSITY

Detroit, MI

#### Mike Ilitch School of Business

Bachelor of Science in Business Administration, May 2020

- Major: Finance
- Fall 2016 & Winter 2017 Dean's List
- Alpha Kappa Psi Pledge
- Cumulative GPA: 3.93/4.00
- Coursework: Quantitative Statistics I & II, Micro/Macroeconomics, Financial/Managerial Accounting,

## EXPERIENCE

Summer 2017

### L&W ENGINEERING GROUP

New Boston, MI

#### Accounts Receivable Intern (40 hours/week)

- Assisted the Accounts Receivable department of a Tier One automotive supplier
- Created manual invoices including chargebacks, retros, write offs, zero pricing, and tooling.
- Composed over 300 price discrepancy retros weekly for customers including Ford, FCA, GM, Honda, Nissan, Volkswagen, and Tesla
- Cleared intercompany sales weekly, entered cash receipts daily, and applied payments to outstanding invoices to clear aging report
- Collaborated with the other interns in order to prepare a presentation given to company president, VP of Sales, and Account Managers

Nov 2016- May 2017

### GREAT EXPRESSIONS DENTAL CENTERS

Southfield, MI

#### Accounting/Finance Intern (24 hours/week)

- Assisted Treasury department at the H.Q. of a top dental care provider in the U.S
- Prepared bank reconciliations for over 400 offices on a monthly basis using predominately Microsoft Excel
- Investigated and solved account discrepancies such as over/underpayments, check depositing errors, and theft alongside staff accountants on a daily basis
- Generated account forecasts and predicted which offices were not going to balance at Month-End
- Provided assistance to accounts payables/receivables during external audit and performed tasks including verifications of payments, refunds, and chargebacks

Jan 2017 - Present

### WARRIORS BUSINESS COMMUNITY

Detroit, MI

#### Peer Mentor

- Develop mentor relationships with students by establishing communication channels and acting as a role model in social environments
- Assist staff coordinators with planning and organizing social, academic, and leadership events on campus including a Shinola Factory Tour, career fair prep workshops, and resume workshops.
- Provide tutoring services to students in Warriors Business Community in classes including Quantitative Statistics, Introduction to Business, Micro/Macroeconomics, Professional Ethics, and Critical Thinking

January 2017

### RONALD MCDONALD HOUSE CHARITY PROJECT

Detroit, MI

#### Project Leader

- Secured a grant for \$150 to cook dinner for families staying at the Ronald McDonald House Charity in Detroit, MI (Sponsored by Foresters Financial)
- Budgeted and organized full course meal for over 100 people in a convenient and timely manor
- Obtained positive feedback from Ronald McDonald staff and guests and was offered more opportunities to host volunteer events at the RMHC

Aug 2016 - Present

### COMMUNITY OF SCHOLARS

Detroit, MI

#### Scholar

- Volunteer and help out the city of Detroit in a variety of different ways
- Service events include the Wolverine Human Services (5 hours), Habitat for Humanity (8 hours), St. Christine Food Panty & Soup Kitchen (6 hours), Wayne State December Commencements (10 hours)
- Chosen as a Community of Scholars Tutor for several different freshman level pre-requisite classes

## ADDITIONAL

- Active member of Financial Management Association, Wall Street Warriors and Business Student Senate
- Participated in Discover Rehmann Leadership Program, May 2017
- Fink Scholarship Recipient (Mike Ilitch School of Business)
- 5th Place in 2016 Michigan Personal Finance Challenge (80 students)