

HOLLY WOOD

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Education

California State University, Long Beach

Bachelor of Science in Business Administration, *Accounting*

Cumulative GPA: X.XX

Upper Division Accounting GPA: X.XX

Graduation Date: May 2018

CPA eligible upon graduation

Experience

LA Fitness - Corporate, Irvine, CA

Construction Accounts (37.5 hours weekly)

(February 2016 – Current)

- Review approximately twenty preliminary notices daily to report contractors, subcontractors, and suppliers
- Perform in-depth research utilizing OPM, PaperSave, and Great Plains to cross-reference invoices to pertinent info
- Research and identify account codes to process on average thirty construction invoices with varying content

Accounts Payable Intern (30 hours weekly)

(June 2015 – January 2016)

- Processed approximately two hundred invoices daily to compare invoices with corresponding purchase orders
- Self-started projects using Excel to organize and calculate large quantities of data
- Applied critical thinking skills to detect and clear errors (e.g., discrepancies between invoices and purchase orders, system errors, identifying issues and preparing solutions for my supervisor)

Orangetheory Fitness, Irvine, CA

(September 2013 – June 2015)

Sales Associate (40 hours weekly)

- Implemented an inventory system and regularly performed maintenance checks to update my supervisor
- Responded resourcefully to client requests or concerns to develop relationships in a positive atmosphere
- Accurately completed business transactions and operations while maintaining detailed records and reports
- Trained new sales associates (e.g., regular maintenance checks, client interactions, heart rate system, MBO website, troubleshooting equipment, inventory checks, opening and closing duties)

Affiliations

Pre-Business Connection, Long Beach, CA

Managing Director

(June 2016 – Current)

- Work closely with the entire board to plan detailed meetings (e.g., food, activities, rules, social media, budgets)
- Estimate expenses and craft a budget to present for approval while regulating purchases to stay within the budget
- Direct weekly meetings with forty freshmen and effectively manage time while clearly communicating an agenda

Beta Alpha Psi/Accounting Society, Long Beach, CA

(September 2015 – Current)

Club Member, Beta Alpha Psi Candidate – Rho Class

- Attend weekly meetings and social events to better communicate with professionals and peers
- Reinforce a welcoming atmosphere to new members by encouraging questions and regularly conversing with them
- Aim to enhance the learning of my peers as well as master my own knowledge as a tutor

Reach Out, Costa Mesa, CA

(September 2012 – July 2013)

Club Member

- Acted as a positive role model and aided disadvantaged children in learning (e.g., Mathematics, Health, Language, Arts and Crafts)

Honors/Achievements

President's Honor List – Spring 2016 Semester

HCVT's Summer Leadership Conference – Summer 2016

Interests

Exercise and health

- Passionate about martial arts and the values associated with them
- Constantly pursue a healthier lifestyle by adapting new research studies into my daily life