

Selina Kyle

City, State | (555) 555-5555 | skyle@yahoo.com

EDUCATION

California State University, Long Beach

Bachelor of Science in Business Administration, Emphasis in Accountancy

August 2014 – Present

CPA Eligible: May 2018

- Overall GPA : **X.XX** | Accounting GPA: **X.XX**

WORK EXPERIENCE

California State University, Long Beach ASI

January 2015 - Present

Commercial Services Sales Attendant

- Train and supervise 2-3 new employees using the Micros POS system for opening and closing procedures by managing pay returns and facilitate acceptance of cash, debit or credit forms of payment
- Imposed a temporary FIFO system of distributing and restocking merchandise by optimizing storage space and expiration date logs

AFFILIATIONS

International Society of Filipinos in Finance and Accounting

July 2015 – Present

Director of Sponsorship (January 2016 – Present)

- Create a sponsorship package that enables companies to select events they are willing to sponsor for the year and distribute it to the ISFFA network
- Plan marquee events such as the National Conference and Mock Interviews by reaching out to professionals and students, and compiling logistics to send out prior to the events

Beta Alpha Psi and Accounting Society (BAP&AS)

January 2015 - Present

Director of Accounting Society (May 2016 – Present)

- Direct liaison between professionals and students to coordinate social events including Big Buddy Little Buddy, Meet the Firms, community service and alumni events with over 200 people in attendance
 - Supervise the Special Events Committee and Chairs in preparing for event meetings and event logistics
- Associated Business Students Organization Council (ABSOC) Committee Chair (January 2016 – May 2016)*
- Assist in grant funding allocation of \$16,000 for the upcoming year for all student-run business organizations on campus by coordinating with the ABSOC treasurer and all nine ABSOC organizations
 - Helped the organization “Best Membership Development” for the Spring 2016 semester

American Honda

May 2016 - Present

Honda Ambassador

- Coordinate with ABSOC to promote awareness within the public of the Tanaka Airbag recall and collect VINS to initiate the recall process with Honda Dealerships
- Communicate with Honda consumers regarding the Tanaka Airbag recall and inform them of the recall process

VOLUNTEER WORK AND LEADERSHIP PROGRAMS

Volunteer Income Tax Assistance (VITA)

February 2014 – April 2014

- Ensured taxpayers' Intake/Interview and Quality Review were both accurate and properly completed in order to correctly determine their appropriate filing statuses and deductions
- Completed 10+ tax returns per shift using TaxWise

Goldman Sachs Salt Lake City Diversity Leadership Symposium

May 2015

AICPA Accounting Scholars Leadership Workshop

May 2016

Holthouse, Carlin, and Van Tright Sophomore Leadership Conference

June 2016

Discover KPMG

June 2016

AWARDS AND SCHOLARSHIPS

TABC & Toyota Let's Go Places Scholarship – December 2015

Boeing Business Scholarship – December 2015

Innovative Community Scholarship – May 2016

49er Textbook Scholarship – August 2016