

Janet Suarez

1 Federal Way
Anytown, AR 76767
Fedjob4me@email.com | (xxx) xxx-xxxx

Citizenship: United States
Veterans' Preference: None
Security Clearance: N/A

JOB INFORMATION

Announcement Number: OT-DE(INT)-12433170-KEG
Position Title: Student Trainee (Auditor)
Pay scale & grade: GS 3-4

SUMMARY

Detail-oriented student accountant with strong analytical skills and a solid understanding of financial principles. Proficient in preparing financial statements and analyzing data to identify trends and discrepancies. Seeking an internship opportunity to gain hands-on experience in the field.

EDUCATION

University of Central Arkansas
Bachelor of Science, Accounting
Minor, Data Analytics

Conway, AR
Expected graduation: May 2026
GPA: 3.5

Received the "Outstanding Accounting Student" award from my university for maintaining a high GPA and demonstrating exceptional skills in accounting coursework.

SKILLS

- Proficient in Microsoft Excel, Word, and PowerPoint
- Experience with accounting software (e.g., QuickBooks, SAP, TurboTax)
- Financial reporting, expense reporting, auditing
- Fluent in Spanish

EXPERIENCE

Cashier
TJ Maxx, Conway, AR
Supervisor: Julia Roberts, (xxx) xxx-xxxx
Permission to contact: Yes

Nov 2023 – Present
Hours per week: 20
Pay/Salary: \$12/hr

- Demonstrate professionalism by providing exceptional customer service, addressing inquiries, and resolving issues efficiently
- Apply critical thinking skills to handle cash transactions accurately and balance cash drawers, showcasing attention to detail

- Exhibit leadership qualities by maintaining a clean and organized workspace, contributing to overall team efficiency
- Utilize oral and written communication skills effectively in interactions with customers and colleagues, fostering positive relationships

Tax Preparer

Arkansas Asset Builders, Conway, AR

Supervisor: Morgan Freeman, (xxx) xxx-xxxx

Permission to contact: Yes

- Assisted individuals with tax preparation and filing
- Conducted interviews to gather necessary financial information
- Ensured compliance with tax laws and regulations

Jan 2024 – Apr 2024

Hours per week: 10

Pay/Salary: Volunteer

Customer Services Representative

Infinite Energy, Rolla, MO

Supervisor: Stephanie Smith, (xxx) xxx-xxxx

Permission to contact: Yes

- Served as a front-line contact for customers, managing 40+ calls on a daily basis
- Reduced customer complaint escalation rate by 64% by implementing efficient problem-solving techniques
- Exceeded personal sales targets by 37% through effective cross-selling and up-selling techniques
- Achieved a 97% positive feedback score on post-interaction surveys for creative and thoughtful problem-solving

Jun 2023 – Aug 2023

Hours per week: 25

Pay/Salary: \$11.50/hr

PROJECTS

Forecast Master

Budget Analysis Class Project

- Created budgets and financial forecasts of select S&P 500 companies for a classroom presentation
- Worked with classmates to gather data for budget creation, forming an accurate budget with a variance of less than 4%
- Developed an innovative expense reporting system that could reduce report generation time by 8%
- Boosted student engagement by creating compelling visual representations of budgets and forecasts using Excel

Spring 2024 Semester

University of Central Arkansas

Financial Analysis

Report Writing Class Project

- Collaborated with a team of five to create comprehensive financial health reports for 8 simulated companies
- Analyzed financial statements of companies to assess their financial health and improve risk assessments
- Increased data processing speeds by 37% via a new financial reporting system developed using Microsoft Excel
- Performed quarterly audits of the companies' financials and improved financial transparency and accountability

Fall 2023 Semester

University of Central Arkansas