

Accounting Intern

Emily Brooks

PROFESSIONAL SUMMARY

Recent graduate with a degree in Accounting seeking an entry-level position in Accounts Payable. Strong foundational knowledge of accounting principles, invoice processing, and reconciliation. Highly organized with excellent attention to detail and proficiency in Microsoft Excel.

EXPERIENCE

Accounting Intern, Sierra Manufacturing Co., Tempe, AZ

January 2025 - May 2025

- Assisted with accounts payable tasks, including invoice data entry and processing.
- Helped reconcile vendor statements and resolve discrepancies.
- Processed employee expense reports and ensured adherence to company policies.
- Shadowed senior accountants during month-end close, gaining exposure to general accounting functions.

EDUCATION

Bachelor of Science in Accounting, Arizona State University, Graduated: May 2025

Campus Involvement, Treasurer, Accounting Club, Arizona State University, 2024

- Managed club finances and budget for events and meetings.
- Worked with local accounting firms to organize networking events for students.

Excel for Accounting and Finance Certification, Coursera, 2024

Academic Projects, Accounts Payable Reconciliation Case Study, Arizona State University – 2024

- Conducted a comprehensive study on accounts payable processes for a simulated company.
- Analyzed discrepancies in vendor payments and proposed workflow improvements to reduce errors.

CONTACT

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SKILLS

Invoice Processing
Expert

Microsoft Excel & Word
Expert

Data Entry
Expert

Accounts Reconciliation
Expert

Attention to Detail
Expert