

Sample resume. The student, school and employers are fictional.

Hana Bergeron

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Profile

Fourth-year Bachelor of Commerce student majoring in accounting, completing the prerequisite courses for the CPA program and available for a four- or eight-month co-op term starting January 2027. One completed co-op term in the assurance group of a public accounting firm, with hands-on work in bank reconciliations, working papers and year-end confirmations.

Key Skills

- Reconciliations and journal entries under International Financial Reporting Standards (IFRS) and Accounting Standards for Private Enterprises (ASPE)
- Microsoft Excel (pivot tables, XLOOKUP, Power Query) and CaseWare Working Papers
- Clear written communication with clients, from confirmation requests to follow-up on missing documents
- English and French (professional working proficiency)

Education

Bachelor of Commerce (BComm), Accounting, Co-op, Prairie West University, Calgary, AB

September 2023 - April 2028 (expected)

GPA: 3.6 / 4.0

Award: Faculty of Business Academic Excellence Award, 2025

- Built a three-year forecast of the income statement, balance sheet and cash flow for a craft brewery case in a managerial accounting group project, and presented it to two faculty judges

Co-op Experience

Assurance Co-op Student, Foothills and Marsh LLP, Calgary, AB

May 2025 - August 2025

- Prepared bank reconciliations and lead sheets for five not-for-profit and owner-managed clients
- Sent and tracked year-end confirmations for bank balances and accounts receivable
- Documented payroll expense testing in CaseWare for review by the engagement senior
- Answered client questions about missing documents within one business day

Work Experience

Member Service Representative (part-time), Chinook Community Credit Union, Calgary, AB

September 2023 - April 2025

- Processed deposits, withdrawals and bill payments, and balanced the cash drawer at the end of each shift

Volunteer and Activities

Team Captain, Intramural Volleyball, Prairie West University

September 2024 - Present

- Organized weekly practices and the game schedule for a co-ed team of ten

Member, Prairie West Accounting Association

September 2023 - Present

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