

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

Owen Abernathy

Sacramento, CA | (555) 555-0149 | owen.abernathy@example.com

Education

Bachelor of Business Administration, Concentration in Accounting, Millbrook University, Sacramento, CA

Expected May 2029

GPA: 3.52 / 4.00

Relevant coursework: Financial Accounting, Managerial Accounting, Business Statistics, Excel for Business

Projects

Introductory Audit Case Competition, Millbrook Accounting Society, team of three

February 2026

- Reviewed a case company's inventory records and identified three weaknesses in how stock counts were recorded and approved
- Presented recommended controls to a panel of two practicing accountants, and the team placed second of eight

Financial Statement Comparison, Financial Accounting course

Fall 2025

- Compared three years of statements for two public grocery chains and calculated liquidity and margin ratios in Excel

Experience

Server, Olive and Ember Bistro, Sacramento, CA

June 2024 - Present

- Handled cash and card payments for 15 to 25 tables a shift and balanced tips against the point-of-sale report at close
- Trained three new servers on the ordering system and table service standards

Leadership and Activities

Floor Representative, Residence Hall Council, Millbrook University Housing, Sacramento, CA

August 2025 - Present

- Represented 48 first-year residents at biweekly council meetings and reported decisions back through a floor group chat
- Ran a quiet-hours survey on the floor, collected 41 responses and presented the results that led the council to extend weekday quiet hours during finals

Skills

Software: Microsoft Excel (pivot tables, SUMIFS, charts), Google Sheets, QuickBooks Online (coursework)

Languages: English (native), Spanish (conversational)

Intern Insider template v1.0.0