

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

Nadia Ferreira

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Education

Bachelor of Science in Accounting, Ashford State University, Charlotte, NC

Expected May 2027

GPA: 3.67 / 4.00 (major GPA: 3.82)

Relevant coursework: Intermediate Accounting I and II, Auditing, Federal Income Taxation, Accounting Information Systems

Admitted to the Master of Accountancy program for 2027-2028 to complete 150 credit hours toward CPA licensure

Technical Skills

Accounting systems: QuickBooks Online, NetSuite (coursework)

Data and analysis: Microsoft Excel (pivot tables, XLOOKUP, Power Query), Tableau

Experience

Audit Intern, Halden & Pryce LLP, Charlotte, NC

January 2026 - April 2026

- Tested cash, accounts receivable and fixed asset balances for three private manufacturing clients under a senior associate
- Traced a sample of 45 invoices to shipping records and cash receipts, documenting each test in the firm's audit software
- Drafted bank confirmation requests and followed up with client staff until every response was received
- Identified two unrecorded liabilities during a search for payments made after year end, both of which the senior added to the proposed adjustments

Accounts Payable Assistant (part-time), Ashford State University Business Office, Charlotte, NC

September 2024 - December 2025

- Matched about 120 vendor invoices a week to purchase orders and receiving reports before payment
- Investigated duplicate payment alerts with vendors and campus departments and cleared each one before the weekly payment run

Leadership and Activities

Director of Professional Development, Ashford Accounting Society, Charlotte, NC

August 2025 - Present

- Scheduled six information sessions with recruiters and alumni from local and national firms in one academic year

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