**Bobby Bobcat**

bbobcat@txstate.edu

 (512) 555-5555

**OBJECTIVE**

Seeking an internship on the audit/tax team of a certified public accounting firm during the Spring of 2026. Preferred location is (city).

**EDUCATION**

**Master of Accountancy** (application anticipated) Expected: Dec 2026

**CPA Licensing Eligibility:** Expected: Dec 2026

 **Bachelor of Business Administration, Accounting** Expected: May 2025

 Texas State University, San Marcos, Texas

Present Classification: Junior

Overall GPA (4-pt scale): 3.82; Accounting GPA: 3.95

**Associates Degree in Information Technology** May 2023

Mountain View Community College, Small Town, Texas

**EXPERIENCE**

**Hill Country Hospital, San Marcos, TX** June 2021 to Present

***Payroll Clerk (full-time), Accounting Department***

* Update employee records in ERP software for income tax and other deductions
* Collaborate with payroll director to prepare desk manuals for department staff

**City Auto Parts, Small Town, TX 78342** August 2019 to May 2021

***Bookkeeping Assistant (part-time), Accounting Department***

* Matched invoices with purchase orders and identified discrepancies for review by bookkeeper
* Served as front-desk receptionist and answered telephones; resolved customer complaints
* Workload was 20 hours per week while also enrolled in 12 SCH each fall and spring semester

**ACADEMIC PROJECTS**

**ACC 3365 – Cost Accounting** *Special Class Project* Fall 2023

* Applied learning project that involved cost analyses & impact of COVID-19 for local small business

**HONORS**

* Presidential Achievement Scholarship Fall 2021 - Present
* University Honors (4 semesters) Fall 2021 - Spring 2023

**ACTIVITIES**

National Ethics Contest (sponsored by XYZ Group) – *Team Member* Fall 2023

Accounting Club – *VP-Communications* Fall 2021 – Spring 2022

* Currently updating Club’s website and developing social media strategy

Accounting Club – *Active Member* Fall 2021 to Present

McCoy Ambassadors – *Active Participant* Fall 2022 – Present

* Present to prospective students & parents during Orientation & other events

**ADDITIONAL INFORMATION**

Computer Skills: Proficient in Microsoft Office, Photoshop, and SAP (ERP)

Languages: Fluent in Spanish, Basic Knowledge in French

Certifications: Microsoft Office Specialist (2018); Budgeting, Linked-In Learning (2019)