

# Wayne B. Student

Address  
Email | Phone Number

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## OBJECTIVE:

To obtain a full-time position or internship in MAJOR

## EDUCATION:

**Wayne State University, Mike Ilitch School of Business**

*Bachelor of Science in Business Administration*

Major: XXX GPA: 3.6

Detroit, MI

May 2016

**Washtenaw Community College**

*Associate Degree in Applied Science*

Ann Arbor MI

May 2009

## EXPERIENCE:

**Accounting Aid Society**

*Volunteer Tax Preparer*

Detroit, MI

January 2011 – Present

- Prepare and file IRS form 1040, Michigan-1040, and city tax returns for low income and elderly individuals in the community
- Analyze and clarify previous tax returns and discussed strategies and tax issues to prepare client for future tax seasons
- Provide excellent service by greeting guests, answering questions, and addressing concerns.

**ABC Company**

*Accounts Payable Clerk*

Southfield, MI

May 2010 – December 2010

- Processed payments and verified accuracy of payment documents
- Worked with clients to obtain necessary information and made proper payments
- Supervisor provided positive recognition of strong job performance

**United Parcel Service (UPS)**

*Parcel Post Machine Operator*

Wyandotte, MI

August 2009 – April 2010

- Created new data tracking system using MS Excel and entered data
- Maintained detailed and accurate records of shipments, pouches, and sacks
- During busy season volunteered to take on additional responsibilities
- Consistently met distribution goals of 500 packages per week

## ADDITIONAL ACTIVITIES:

*Member*

Month YEAR – Month YEAR

**WSU Student Organization**

## ACHIEVEMENTS:

WSU Student Business Award – Name of Organization

Month YEAR

## RELEVANT PROJECTS:

Title of Project, Course/Organization

Month YEAR

- Context
- Context

## SKILLS:

- Microsoft Office – Word, Excel, Access, Publisher, and Outlook
- Accounting Information Systems (AIS) – CAPS
- QuickBooks, Tax Wise, Peachtree