

## William G. Senior

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### SUMMARY OF QUALIFICATIONS

- Strong Excel skills and the ability to work with technical and financial applications
- Received Microsoft Excel Specialist Certification, October 2017
- Knowledge of finance operational cycles, such as Quote/Order-to-Cash and Procure-to-Pay
- Proficient in both Windows and Mac OS, QL Basics, and Basic Java knowledge

### EDUCATION

#### Rowan University

Bachelor of Science, Accounting

Minor in Management Information Systems

GPA 3.5, Cum Laude honors anticipated, Dean's List

Credits earned by graduation to obtain CPA Licensure - 150

Glassboro, NJ

May 2019

### PROFESSIONAL EXPERIENCE

#### Ernst & Young

Accounting Intern

Philadelphia, PA

May 2018 – August 2018

- Analyzed and created journal entries to assist in closing the legacy entities
- Developed understanding for the process of making payments from inception to payment
- Assisted with the quarter-end review by our external auditor by preparing schedules and providing support for audit selections
- Worked with revenue and treasury teams to provide quarter-end audit documentation
- Managed new accounting reports
- Assisted finance/accounting teams with other ad-hoc projects

EY Emerging Leaders Program

May 2016 – August 2016

- Learned about EY's culture, people and service lines
- Created relationships with EY employees and fellow students
- Exposed to over 150 diverse accounting professionals

#### Alloy Silverstein

Accounting Intern

Cherry Hill, NJ

January 2018 – May 2018

- Developed a working knowledge of requisite software and internal work flow/procedures
- Responsible for updating over 100 client records per week in SAP operating system
- Worked in a highly collaborative environment to perform research, conduct interviews, and execute the audit plan
- Managed the development and distribution of department IT release communications
- Identified areas for process improvement and present recommendations to management
- Performed ad hoc analysis of accounting transactions, operational performance and balance sheet accounts

#### Information Resources & Technology, Rowan University

Student Technician

Glassboro, NJ

January 2016 – May 2018

- Delivered and configure new computer equipment for faculty and staff on campus
- Troubleshoot system and / or service issues

### EXTRACURRICULAR INVOLVEMENT

Secretary, Rowan University Accounting Society, 2016-2018

Member, Management Information Systems Club, 2017-2018

## Resume Guide

Writing an effective resume can be a time-consuming process, requiring several drafts and patience on your part. This process will prove to be valuable during interviews, as it requires you to reflect on your past experiences, your skill set, and how it applies to your career goals.

### Format:

Be consistent with your formatting – for example, if you bold organization names, do so throughout your **entire** document. This shows an employer that you are detail-oriented, which is an attribute many employers seek.

### Formatting tips:

- Font: easy to read and professional. Some acceptable fonts include: Times New Roman, Calibri, Gill Sans MT, Arial, etc.
- Font size: 10-12 point throughout; name should be larger, 14-16 point
- Margins: .5"-1" around your whole document

### Action Verbs:

- **Begin your bullet points with strong action verbs** written in first person.
- For positions in which you are **currently involved**, use verbs in the simple **present tense** (Collaborate, Coordinate, Research, Communicate, etc.).
- For positions you **held in the past**, use **past-tense verbs** (Created, Facilitated, Conducted, Analyzed, etc.).
- Make sure to focus on verbs that communicate the skill set that the employer is seeking. See the list of action verb suggestions on our website.

### Keep in mind:

- Pay careful attention to spelling, punctuation, grammar, and style.
- Email should be professional (example: firstname.lastname@gmail.com). Use school email if you do not have a professional email.
- List education and experience in reverse chronological order.
- Keep descriptions clear and to the point.
- Resume should be 1 page, unless you have several years of post-graduate experience.
- Tailor your information to the job, internship or other position you are seeking.
- Do not include demographic information (age, race, gender) or include a photograph on your resume.

### "Resume Formula"

Four key areas to think about that will help you add bullet points to your internship/job descriptions:

1. Describe the tasks you complete(d), projects, and responsibilities
2. List and describe all accomplishments
3. Discuss all transferable skills that pertain to a career you are seeking
4. Quantify where possible and be specific in descriptions

**Next steps >>> Post to ProfsJobs and begin job searching**



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Development

## FIONA FRESHMAN

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29 Mullica Hill Rd  
Glassboro, NJ 08028

*Permanent Address*  
123 Main St.  
Mt. Laurel, NJ 08054

### EDUCATION

**Rowan University, Glassboro, NJ** May 2022  
Bachelor of Science, Marketing

**Lenape High School, Medford, NJ** June 2018  
High School Diploma  
GPA: 3.5/4.0 and/or Class Rank: 61/300

### HONORS & AWARDS

- Rowan University Scholars Program, Rowan University
- Principal's Award for Good Citizenship, Ewing High School
- Honors (2015-2018), Ewing High School

### LEADERSHIP EXPERIENCE

**Section Leader** September 2016 – June 2018  
*Lenape High School, Medford, NJ*

- Supervised a group of eight student leaders who assisted incoming freshmen with their transition from middle school to high school, resulting in them feeling much more comfortable and confident
- Achieved record rates of participation among the 2017-2018 group

**President of the National Honor Society** September 2017 – June 2018  
*Lenape High School, Medford, NJ*

- Directed a community-wide "NHS Movie Night" in support of a local charity
- Led coordination of numerous volunteer programs including a Red Cross Blood Drive, and the National Federation of the Blind

### WORK EXPERIENCE

**Sales Associate** August 2017 – Present  
*The Home Depot, Mount Laurel, NJ*

- Develop strong analytical and problem solving skills
- Build repertoire of product knowledge
- Provide exemplary customer service to industrial and individual clients

**Lifeguard** June 2016 – Present  
*Ocean City, NJ* (seasonal)

- Monitors and patrols all areas of the beach
- Addresses all issues, concerns and complaints from beach patrons
- Reviews and gives recommendations on improvements of beach facilities
- Rescues guests at risk of drowning

### ACTIVITIES & VOLUNTEER EXPERIENCE

Volunteer, South Jersey Dream Center, 2017, 2018  
Coach, Mount Laurel Little League Baseball Team, 2016-2018

### SKILLS

- Proficient in Microsoft Office
- Bilingual in Spanish

## Henry Sophomore Jr.

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### Education

**Rowan University, Glassboro, NJ** May 2020  
Bachelor of Science, Finance  
Minor: Marketing  
GPA: 3.6, Dean's List 2018

**Rowan College of Gloucester County, Sewell, NJ** May 2018  
Associate of Science, Business Administration  
GPA: 3.5, Dean's List

### Related Coursework

Principles of Finance, Financial Management I, The Marketing Plan, International Financial Management, Research Methods in Marketing, Investments

### Internship Experience

**The National Basketball Association (NBA), Secaucus, NJ** May 2018 – August 2018  
*Finance/Accounting Intern*

- Prepared journal entries, account analysis and balance sheet reconciliation to assist with system migration from PeopleSoft to SAP resulting in a 10 hour weekly reduction across Senior Analysts due to reporting efficiencies
- Utilized intercompany communication and financial research to prepare financial property data in compliance with New York State law for the 2017 abandoned property audit.
- Reviewed financial databases, records and other documentation to obtain project-information to properly allocate expenses during the 2017 NBA Finals
- Tested daily process functions on the newly integrated SAP system to ensure proper mechanics and accuracy of data inputs

### C.W. Brown Foods, Mount Royal, NJ

*Finance and Digital Marketing Intern* January 2018 – May 2018

- Reviewed current financial trends in the industry and created presentations which displayed potential areas of growth for the company
- Facilitated weekly marketing campaigns through various forms of social media including Facebook, Instagram and Pinterest
- Built presentations that reported competitive research, proposed new approaches and strengthened current marketing tactics
- Drafted future blog and social platform posts that coincided with the current marketing plan and used Buffer tool to preload content

### Additional Experience

**Wawa, Mantua, NJ** June 2015 – Present  
*Cashier*

- Order and receive merchandise, monitor inventory utilizing ICS computer system
- Provide exemplary customer service to store patrons
- Develop strong analytical and problem solving skills

### Leadership Involvement

Financial Management Association, *Treasurer*, 2018  
American Marketing Association, *Public Relations Chair*, 2018  
RCGC Men's Soccer Team, *Forward*, 2016, 2017

### Technical Skills

- Proficient in QuickBooks, SAP, and PeopleSoft
- Proficient in Microsoft Office

- Basic knowledge of Adobe Photoshop, InDesign, and Canvas