**Kent Accounting**

2107 Birchwood Drive, CO 52345 • Email: [kent.accounting@colorado.edu](mailto:kent.accounting@colorado.edu) • Phone: 123-456-9087

**Education**

**University of Colorado at Boulder – Leeds School of Business** May 2016*B.S. degree in Business Administration with a dual emphasis in Accounting and Finance*

*GPA:* ***3.33***

* **Relevant courses –** Corporate Financial Reporting 1 and 2

**Kirkwood Community College – Cedar Rapids, IA** January 2013-May 2014

*Coursework toward a degree in Business Administration*

GPA: ***3.65***

***Dean’s List*** Spring 2013, Summer 2013, Fall 2013

* **Relevant courses –** Accounting Principles 1 and 2
* **Relevant projects –** Glorious Gardens Accounting project
  + Involved decoding transactions, recording journal entries, closing books,

and producing financial statements.

**Experience**

Dusty Boot Steak House and Saloon – Parker, CO November 2012-August 2014 *Server/Bartender*

* Monitored bar inventory and conducted quality control.
* Developed social skills necessary to network with guests and increase restaurant sales.
* Oversaw all financial transactions of the restaurant.

High School Football Coach – Denver, CO April 2013- March 2014

*Offensive Coordinator/ Offensive Line Coach/ Statistician*

* Developed different strategies in order for the team to be successful.
* Mentored and influenced high school students to be the best student-athletes they could be.
* Recorded and analyzed film and statistics to give the team advantages over opponents.

Vector Marketing – Highlands Ranch, CO May 2012-August 2012 *Sales Associate*

* Scheduled showcases and demonstrated hundreds of product with clients.
* Sold over $6,000 in products.

Tire Warehouse – Englewood, Colorado April 2012-August 2012

*Website Manager*

* Built and maintained business website
* Coded all product information into the website

**Skills and Additional information**

* Proficient in MS Office, Google Drive, Word Press, and Mega Stat.
* Awarded 3 Academic All-State rewards while playing football.
* Presented with the East High President’s Award for Generosity of Spirit for exemplifying the mission and traditions of the school.
* Lead retreats that fostered the personal and spiritual growth of younger classmates at East High.
* Earned the Presidential Scholarship for $20,000 per year at McAllister College.