

Noah Singh

(413) 123-4567 | www.linkedin.com/in/Noah-Singh | nsingh@umass.edu

EDUCATION

University of Massachusetts Amherst

Amherst, MA

Isenberg School of Management

Bachelor of Business Administration in Accounting

Candidate, May 20XX

- Cumulative GPA: 3.64; Dean's List
- John & Abigail Adams Scholarship Recipient

Relevant Coursework

Financial and Managerial Accounting

- Developed insight into financial statement analysis, determined how performance is tracked and how accounting records support internal decision making

Cost Accounting

- Assessed product and project profitability and how to properly budget utilizing Excel; calculated costs of products and services with job order, process, standard and activity-based cost systems

EXPERIENCE

Schofer Dillberg & Company, Inc

Natick, MA

Accounting Intern

May 20XX – August 20XX

- Utilized QuickBooks daily to process checks, credits, deposits, and expenses for clients and reconciling accounts
- Advanced Excel skills and developed strong attention to detail by contributing to wage projections and reformatting trial balances 2-3 times per week
- Organized and managed financials and documents of 10+ clients while adhering to strict compliance standards

Isenberg School of Management, UMass Amherst

Amherst, MA

Undergraduate Teaching Assistant

September 20XX – December 20XX

- Led freshman transitions course for ~20 undergraduate first-year students one day per week, serving as both educator and mentor for younger Isenberg peers
- Graded approximately ~300 student assignments over course of semester, ensuring consistent evaluation standards
- Provided positive and constructive feedback to all students both during class and office hours; recommended suggestions for improvement in classwork and assignments to advance academic excellence

The Cape Cod Five Cents Savings Bank

Hyannis, MA

Finance & Accounting Intern

May 20XX – August 20XX

- Performed daily balancing, accounts payables, and outstanding receivables utilizing SilverLake internal software program
- Independently posted 10 daily journal entries and contributed to accurate preparation of monthly and Q2 financial reports
- Proactively conducted thorough invoice checks, effectively communicating any missing or inaccurate findings to clients
- Completed summer-long project focused on comparing interest rates across previous periods of economic uncertainty and shared results with supervisor, showcasing strong research skills and ability to provide valuable insights for decision-making

EXTRACURRICULAR EXPERIENCE

Accounting Association

February 20XX – Present

Active Member

- Participate in numerous speaker forums, programming, and events to advance knowledge of industry trends and opportunities
- Learn about professional associations, certifications and requirements, and how to network with accounting professionals to better understand different specializations and career paths

Forage PwC

January 20XX

Virtual Program Participant

- Participated in an 8-hour simulation to build a tax strategy aligned with business goals, determine appropriate tax rates, and assess potential risks for a multinational company in a virtual simulation

SKILLS

Computer: Microsoft Excel, Word, PowerPoint; Power BI; Google Suite; QuickBooks; SAP; Xero; Adobe Acrobat, QuickBooks 2024

Certifications: Excel Advanced User Badge, Google Analytics (Introductory), DataCamp AI Business Fundamentals Certification