

Noah Singh

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EDUCATION

University of Massachusetts Amherst Isenberg School of Management

Amherst, MA

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 required 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 daily journal entries and contributed to accurate preparation of 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

LEADERSHIP

Accounting Association

February 20XX – Present

Active Member

- Participate in 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

Isenberg Women in Business

September 20XX – May 20XX

Finance Committee Member

- Raised funds by organizing special events, performing outreach for company sponsorship, and soliciting charitable donations in support of Annual Women of Isenberg Conference
- Attended networking events and corporate functions to increase professional network and associated opportunities, and to learn from successful women leaders in business

SKILLS & CERTIFICATIONS

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

Certifications: Isenberg's Excel Advanced User Badge; Google Analytics Certification