

Karrie Numbers

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Summary

Recent accounting graduate from the University of West Georgia with advanced experience in Microsoft Excel, QuickBooks, and Peachtree accounting software. Dedicated and organized with an eye for detail. Comfortable in analyzing and reporting financial account information while maintaining excellent customer service.

Education

Bachelor of Business Administration in Accounting

Richards College of Business at the University of West Georgia
Carrollton, GA

May 2017

GPA: 3.79

Experience

Seasonal Tax Preparer

H&R Block, Carrollton, GA

December 2016 – Present

- Prepared and assisted with clients' tax returns according to tax code guidelines.
- Consulted clients on tax liabilities and any causes for concerns.
- Uncovered potential deductions and credits, maximizing the return for each client.
- Communicated openly with customers to establish trust and to understand their current financial situation.
- Checked reports for errors and verified totals.
- Marketed upgrades and additional services to customers.

Budgeting Intern

Southern Event Management, Douglasville, GA

May 2015 – July 2016

- Collaborated with budget manager on recommending budget levels to clients based on their needs and expectations.
- Served as a liaison between vendors and clients at weddings, parties, and other special events.
- Monitored finances for 20 assigned events and kept clients up to date on any changes.
- Processed and documented transactions between clients and vendors.

Organization and Volunteer Experience

Chi Omega

August 2014 – Present

- Acted as treasurer for Epsilon Delta chi chapter of the largest national sorority.
- Managed fundraising for the chapter which led to exceeding annual goals.

Boys and Girls Club

August 2015 – April 2016

- Tutored students ages 10-12 in math in interactive and supportive ways.
- Mentored 3 students on planning for the future and meeting their goals.