**Samantha R. Forrester**

1234 Salem Circle, Apt. 123, Winston-Salem, NC 27106 (555) 555-5555 forrestsr13@wfu.edu

**EDUCATION**

**Wake Forest University, School of Business** Winston-Salem, NC

*Master of Science in Accountancy This degree program is added only after acceptance into the program* *December 2018*

GMAT: 710

**Wake Forest University, School of Business** Winston-Salem, NC

*Bachelor of Science in Accounting May 2017*

GPA: 3.79 *Never round up your GPA – drop third decimal – 3.798 becomes 3.79*

**PROFESSIONAL EXPERIENCE**

**McElwee, Scales & Vogler** Atlanta, GA

*Audit Intern June-August 2016*

* Prepared lead sheets for substantive testing and identified significant fluctuations to be tested
* Wrote internal control narratives based on client discussions and performed walkthroughs on each control
* Participated in audit of two employee benefit and contribution plans, testing participant eligibility, contributions, plan loans, investment allocations, and distributions

Atlanta, GA

*Finance Intern May-August 2015*

* Earned one of 20 positions in 2015 Finance Internship Program among 350 applicants
* Interacted weekly with senior leaders to share ideas, develop leadership skills and learn company business model
* Researched the rightful owner of outstanding checks, collaborated with other departments to resolve unclaimed funds, maintained accurate records, and presented summaries to partners weekly
* Prepared research packets for audit and completed peer review of another department's account reconciliations while assigned to Unclaimed Property Department of North America Regional Finance Center
* Delivered capstone presentation to 30 senior finance leaders

**The European Union** Brussels, Belgium

*Parliamentary Intern August-December 2014*

* Attended and reported on monthly Budgetary Control Committee meetings
* Researched information for speeches concerning economic relations between the U.S. and China
* Prepared analysis of 2013 Audit of the Commission’s budget and wrote queries posed to European Commission

**LEADERSHIP AND VOLUNTEER EXPERIENCE**

**Chi Omega Sorority** Winston-Salem, NC

*VP-Organization March 2014-January 2016*

* Coordinated and monitored efficiency of weekly meetings and events for 100 member chapter
* Led an eight-member committee and evaluated progress of organizational advancement
* Prepared and maintained master calendar ensuring collaboration amongst committees

**Income Tax Assistance (VITA)** Winston-Salem, NC

*Volunteer January-April 2015*

* Contributed three hours a week at local VITA site
* Prepared free individual income tax returns for low to moderate income taxpayers and advised on special credits

**ACHIEVEMENTS/AWARDS**

* Study Abroad: DIS, Copenhagen, Denmark *Fall 2014*
* Phi Eta Sigma National Honor Society, Wake Forest University *Spring 2014*

**TECHNICAL PROFICIENCIES**

* Microsoft Windows, Word, Excel, Access, PowerPoint; QuickBooks and Quicken; SAP
* Proficient in Spanish language