

# GREGORY C. MAX

[www.linkedin.com/in/sampleresume](http://www.linkedin.com/in/sampleresume)

1220 Forest Street Santa Clara, CA 95051 Ph: (408) XXX-XXXX email: student@scu.com

**OBJECTIVE** To obtain a full-time position with Firm, LLP

**EDUCATION** **Santa Clara University**, Santa Clara, CA  
Bachelor of Science in Commerce, June 20XX  
Major: Accounting  
Major GPA: 3.65 Overall GPA: 3.41

**Honors and Awards:** Dean's List, Leavey Scholars Program

**University of Rome**, Rome, Italy  
Santa Clara University, Study Abroad Program, Spring Quarter 20XX

**Relevant Coursework:** Auditing, Financial and Managerial Accounting, Tax Planning and Business

**RELEVANT EXPERIENCE** **Santa Clara University**, Santa Clara, CA 9/XX-Present  
*Community Facilitator*

- Implement and promote pro-active strategies for building community, conflict resolution and problem solving
- Work cooperatively with staff members on group projects to ensure that educational opportunities are available to foster personal growth and to meet quality standards
- Demonstrate sound decision making skills; respond to crisis situations with confidence and efficiency
- Organize and market social and educational programs for up to 350 residents

**The Franklin Associates**, San Jose, CA Summer 20XX  
*Accounts Payable Clerk*

- Assisted with accounts payable
- Prepared daily, weekly and monthly status reports and charts using Excel
- Assisted with training new employee

**Wells Fargo Bank**, Santa Clara, CA Winter 20XX  
*Teller*

- Assisted customers with financial banking transactions
- Validated and retrieved customer account information using computer

**ACTIVITIES** *Officer:* Accounting Association; *Volunteer:* Special Olympics; *Participant:* Intramural Volleyball  
*Member:* Delta Sigma Pi-Gamma Xi

**ACCOUNTING FIRM INFORMATION** Department of interest: Audit  
Location Preference: San Jose, San Francisco or New York  
Proof of eligibility to work in the U.S.: Yes  
Legally authorized to work in the U.S. beyond a practical training period: Yes  
Require now, or in the future, sponsorship for employment visa status: No  
Eligible to sit for CPA upon graduation: No

**SPECIAL SKILLS** *Computer:* Word, Excel, PowerPoint, Publisher  
*Language:* Conversational ability in Spanish  
*Additional:* Creative, organized, problem solver, goal oriented