

Willie Warhawk

Cell: (262) 555-5555

warhawk01@uww.edu

Career Objective

Seeking an audit or tax internship opportunity to utilize my analytical and problem solving skills and education in the field of accounting.

Education

University of Wisconsin-Whitewater
Bachelor of Business Administration
Majors: Accounting & Information Technology

Cumulative GPA: 3.64/4.0
Anticipated Graduation Date: May 2027

Honors

Dean's List for Academic Achievement

All Semesters

Work Experience

Hometown, Inc., Wauwatosa, WI
Accounting Intern

January 2024-Present

- Record and track Accounts Payable and Accounts Receivable
- Journalize daily transactions utilizing QuickBooks
- Generate and maintain spreadsheets in Microsoft Excel with information about suppliers and customers
- Work as part of a team to conduct quarterly inventory counts

UW-Whitewater Career Services Department
Customer Service Associate

September 2023- Present

- Manage daily operations at the front desk including scheduling appointments, answering questions and providing superior customer service in-person and over the phone
- Train new student workers on staff
- Assist with employer registration for department events including the Accounting Career Fair and the Hawk Career Fair

Subway, Wauwatosa, WI
Sandwich Artist

August 2021- February 2023

- Provided customer service while making sandwiches to specific customer requests
- Worked on a team in order to complete tasks in a timely manner
- Assisted in closing duties such as end of the day report, verifying inventory, and physically closing the restaurant

Organizations

UW-Whitewater Accounting Society

Fall 2023 – Present