**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** Cumulative GPA: 3.64/4.0

Bachelor of Business Administration Anticipated Graduation Date: May 2027

Majors: Accounting & Information Technology

**Honors**

Dean’s List for Academic Achievement All Semesters

**Work Experience**

Hometown, Inc., Wauwatosa, WIJanuary 2024-Present

**Accounting Intern**

* 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 August 2021- February 2023

**Sandwich Artist**

* 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