

# *Chris M. Garcia*

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## ***Objective***

Seeking an internship in the field of public accounting

## ***Education***

### **University of Wisconsin-Green Bay**

Bachelor of Business Administration, Anticipated May 201X

Majors in Accounting and Business Administration

Finance Emphasis

GPA 3.5/4.0

### **Related Coursework**

- Managerial Accounting I and II
- Advanced Financial Accounting
- Income Tax Theory and Practice
- Corporation Finance
- Governmental and Nonprofit Accounting

## ***Experience***

### **Accounting Intern**, September 201X - Present

Schreiber Foods, Green Bay, WI

- Assist the cost department with daily production and month end tasks
- Prepare monthly reconciliation of interstate sales tax
- Provide assistance to accountants in the preparation of annual corporate return

### **Treasurer**, September 201X – May 201X

Residence Hall and Apartment Association, University of Wisconsin – Green Bay

- Monitored annual budget of \$7,200 for activities throughout academic year
- Maintained accurate records of expenditures and tracked committee spending

### **Accounts Payable Specialist**, Summer 201X

Schreiber Foods, Green Bay, WI

- Reconciled and made adjusting transactions for the accrued liability account and the accounts payable trade account
- Processed accounts payable invoices, check requests, and expense reports
- Created productivity schedules in Microsoft Excel

## ***Activities***

Volunteer Income Tax Assistance (VITA), 201X – 201X

Accounting Students Association, 201X – 201X

Organizacion Latino Americana, Vice-President, 201X