**Wu Shock**

Wichita, KS | 316-555-5555 | [name@shockers.wichita.edu](mailto:name@shockers.wichita.edu) | linkedin.com/in/name

**EDUCATION**

Bachelor of Business Administration, Accounting May 20XX

Wichita State University, Wichita, KS

**SKILLS**

Microsoft excel, QuickBooks, SAP, Oracle, Fluent in Spanish.

**EXPERIENCE**

**Tax Consultant Intern (Accounting)** August 20XX - Present

*Deloitte, Wichita, KS*

* Conducts tax research and analysis, utilizing tax databases and Excel models to help prepare client deliverables.
* Demonstrates strong attention to detail and organizational skills, by managing multiple projects simultaneously and meeting tight deadlines.
* Collaborates with team members to prepare tax returns for clients with assets ranging from $10 million to $100 million, ensuring compliance with federal and state tax laws.

**Sales Associate**  May 20XX- August 20XX

*Target, Overland Park, KS*

* Demonstrated exceptional customer service skills by greeting customers, answering questions, and resolving issues, resulting in an average customer satisfaction rating of 4.8 out of 5.
* Utilized point-of-sale (POS) system and inventory management software to process sales and track inventory, resulting in a 5% decrease in transaction time and a 15% increase in inventory accuracy.
* Demonstrated adaptability and flexibility in a fast-paced work environment, managing shifting priorities and adjusting to changes in customer demand.

**Vice President of Membership**  20XX - May20XX

*Beta Alpha Psi, Wichita, KS*

* Demonstrated effective communication and interpersonal skills, building rapport with members, and fostering positive relationships with external stakeholders such as alumni and industry professionals.
* Maintained accurate membership records ensured efficient and effective communication with members.

**HONORS**

* Member, College Society of Honors; Merit Award Winner
* Barton Leadership Award for outstanding participation and leadership in undergraduate class.