

Jayne Rambler

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PROFILE

Dynamic, results-oriented accounting student with in-depth knowledge in bookkeeping, audit and tax. Recognized for accuracy, attention to detail and timeliness in individual and group projects. Resourceful team player with a strong desire to contribute problem-solving skills to a public accounting firm.

CORE COMPETENCIES

General Ledger | Accounts Receivable & Payable Processes | Invoices, Expense Reports, Payment Transactions
GAAP Standards | Tax Returns & Worksheets | Auditing (Internal/External) | Bilingual (Conversational Spanish)
Dynamic Presentation Skills | MS Excel, PowerPoint, Word

EDUCATION

Loyola University Chicago, Quinlan School of Business, Chicago, IL Expected May 2016
Bachelor of Business Administration: Accounting GPA: 3.65 (Cumulative)
CPA Eligibility Expected December 2016
Relevant Coursework: Advanced CPA Topics, Concepts in Taxation, Managerial Accounting, Accounting Information Systems, Auditing and Internal Control Systems

RELEVANT EXPERIENCE

Auditing Project, Auditing and Internal Control Systems class Fall 2013 (semester)
Team Member

- Collaborated with 3 team members to develop an audit program, observe and interview department personnel, test transactions, and analyze results, prepare a final audit report and present to the class.

Garnietex International Corp, Minneapolis, MN July 2013 - December 2013
Staff Accountant Intern

- Assisted to manage accounts payable, accounts receivable, and payroll departments.
- Performed bank reconciliation and assisted in generating budgets and forecasts on a quarterly basis.
- Reported on variances in quarterly costing reports and monitored and recorded company expenses.

OTHER EXPERIENCE

Loyola University Chicago, Damen Student Center, Chicago, IL September 2014 - Present
Desk Assistant

- Manage front desk duties to ensure excellent customer service to visitors, current students, faculty/staff and key stakeholders.
- Create social media alerts via Twitter, Facebook, and LinkedIn that affects the Damen Student Center.
- Initiated front desk operations process manual which has increased satisfaction rating.
- Maintain customer database, records, and feedback information.

Windy City Grill, Chicago, IL May 2011 - Present (seasonal)
Waitress and Hostess

- Served an average of 50 customers a day, taking and delivering orders while maintaining strong customer service and quick table turnover to increase business revenue.
- Managed daily cash receipts of an average of \$1000 plus gratuities, determining appropriate share levels with other staff members and dividing gratuities equitably.

PROFESSIONAL ASSOCIATIONS

Beta Alpha Psi, Beta Iota Chapter September 2013 - Present
Member

Association of Latino Professionals in Finance & Accounting September 2014 - Present
Member

