

# Patty Porter

54321 East 1<sup>st</sup> Street  
Orlando, FL 328170  
407-555-8355  
pporter13@aol.com

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**Objective** Position with a national accounting firm as a tax consultant

**Education** University of Central Florida Orlando, FL  
Bachelor of Science in Political Science May 20XX  
GPA: 3.6

**Honors** - President's List (4 semesters) - Florida Bright Futures  
- Gold Key Scholarship - National Merit Scholar

## Professional Profile

### Management

- Supervised, trained and selected the fifteen tax auditors
- Upgraded computer tax related software that led to a 35% increase in sales
- Overhauled and restructured company's budget that reduced shrinkage by 10%

### Finance

- Charted company's financial progress through various Excel spreadsheets and Access databases
- Analyzed performance of monthly billing reports and maintained accurate records of each report
- Verified performance of payroll on a bi-weekly basis

### Organization

- Prepared and facilitated company workshops regarding effective budgeting that led to a 15% decrease in office spending
- Created and maintained database of all clients for quick reference
- Standardized policies and procedures for ethical accounting practice

**Experience** J.P. Morgan Accounting Firm Orlando, FL  
*Financial Consultant* May 2004-Present

SunTrust Bank Orlando, FL  
*Accounting Manager* May 2002-April 2004

**Skills** **Language** Fluent in Spanish and French, Intermediate German  
**Computer** Microsoft Word, Publisher, PowerPoint, Excel, Access, working knowledge of Adobe Photoshop

**Campus Involvement** Finance Club (2002-Present) Burnett Honors College (2002-Present)  
Golden Key Society (2004-Present) Campus Activities Board (2003-Present)

**Community Volunteer** Habitat for Humanity (2002-Present) Ronald McDonald House (2004-2005)  
Coalition for the Homeless (2003-2006) Harbor House (2002-2003)