Stacy Sanders

Phone Number | Email | City, State | LinkedIn URL

# Education

**West Virginia University** – Morgantown, WVMay 20XX

John Chambers College of Business and Economics GPA: **3.4**

Bachelor of Science in Business Administration Major GPA: 3.62

Major: **Accounting**

Minor: **Business Data Analytics**

* 150 credit hours to be completed by August 20XX

# Internship Experience

**Ernst & Young, LLP** – Tysons Corner, VAMay 20XX-August 20XX

**Assurance Intern**

* [Begin with action verb; focus on your accomplishments/results & how you added value to the origination]
* Assisted in the general execution of external audit procedures alongside junior accountants
* Supported management through risk identification, control testing, and process improvement procedures
* Analyzed 75 client records, prepared written communications, participated in one-on-one and small group discussion with team members and client personnel
* Documented audit procedures as defined by the client’s objectives, history, and planned approach

# Undergraduate Project

**Mountaineer Bakery Internal Audit** Fall 20XX

* [Bullets should begin with a description of the project, following bullets will relate to tasks/results]
* Collaborated with a group of three students to audit three years of financial statements of a local business
* Utilized CCH ProSystem Engagement software to conduct audits and analyze improvements
* Communicated with client to indicate errors discovered and improvements to be made

# Work Experience

**Target** – Charleston, WVJune 20XX-August 20XX

**Guest Service Advocate**

* [Begin with action verb; focus on the skills gained in the position & the value added to the origination]
* Created a welcoming environment by greeting and connecting with each guest
* Scanned and bagged all guest items efficiently to reduce wait time and meet company standards
* Encouraged guests to utilize the Target REDcard and Target App by demonstrating benefits and features
* Managed register cash flow of approximately $3,000 daily

# Involvement & Leadership Experience

**Beta Alpha Psi, WVU Chapter**

**Vice President** August 20XX-Present

* Co-facilitate weekly meetings, including contacting and coordinating external speakers
* Collaborate with Center for Career Development to plan and execute Meet the Firms and networking events with over 30 employers

**KPMG Discover Program** June 20XX

* Job shadowed to gain exposure to everyday activities in tax, audit, and advisory fields

# Technical Skills

* **Accounting Software:** QuickBooks Pro and Alteryx
* **Data Visualization:** Tableau and PowerBI
* **Programming Language:** SQL and Python,