## SONIA B. MOORE

**Campus Address** 

4100 S. 4<sup>th</sup> Street, Unit #2000 Leavenworth, KS 66048 Phone: (913) 682-5151 E-mail: sbmoore@stmary.edu **Permanent Address** 

501 Fifth Avenue Leavenworth, KS 66048 Phone: (913) 758-9876

E-mail: smaccountant@yahoo.com

**EDUCATION** 

May 2004 University of Saint Mary, Leavenworth, Kansas

Master of Accountancy

Intend to sit for CPA exam in May 2005

Sample Senior Resume

May 2003 University of Saint Mary, Leavenworth, Kansas

Bachelor of Science Degree in Accounting

G.P.A.: Major 3.7 (scale 4.0) Cumulative 3.5

RELATED EXPERIENCE

**Graduate Assistant to Accounting Department** 

May 2003 - Present University of Saint Mary

• Serve as primary advisor to sixteen first year students

Assist professors with preparing and typing tests, grading, and filing

• Tutor students experiencing Lotus 1-2-3 difficulties

January –April 2003

**Audit Department Intern** 

Katz, Sapper, & Miller, Kansas City, Kansas

Participated in audit of balance sheet accounts

Assisted in preparation of S-corporation tax returns

• Improved oral and written communication skills

Summers 2001-2002

**Accounts Receivable Director**, Foraker division

Supersweet Farm Service, Shawnee Mission, Kansas

Recommended new, efficient ways of performing daily activities

• Demonstrated ability to effectively perform billing and collecting procedures

LEADERSHIP EXPERIENCE

Class Representative, Accounting Club

1999-present • Revise and administer new

• Revise and administer new dues collection and fund-raising procedure

• Effectively represent department at campus visit days

2002 – 2003 **Student Body Representative**, Academic Policies Committee

Effectively worked with upper-level administrators in making policy decisions

• Increased ability to communicate concisely and patiently in group setting

2001 – 2002 **Fund-Raising Chairperson**, Student Alumni Council

• Increased sales of fund-raising items through effective promotion

• Learned crucial aspect of fund-raising as it relates to specific campus group

**EMPLOYMENT** 

Cashier, McDonalds, Basehor, Kansas

1997 – 1999 • Provided custome

Provided customer service, satisfaction, and cash flowsCoordinated food preparations and production problems

**ACTIVITIES** Accounting and Business Club, 1999-2004

Habitat for Humanity, 2000-2002

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Publisher. Proficient with Internet search engines.

**REFERENCES** Furnished upon request