**Aaliyah Anders**

Professional Email | Phone | Address | LinkedIn URL

EDUCATION

**West Virginia University Institute of Technology, Beckley, WV** Anticipated:May 20XX

Bachelor of Science in Business Administration GPA: 3.62/4.0

Major*: Accounting*

Minor: *(list if available, remove if not)*

TECHNICAL SKILLS

* QuickBooks Pro, SQL, Python, Tableau, GoSystems
* Certification in Microsoft Excel

INTERNSHIP EXPERIENCE

**Ernst & Young, LLP, Tysons Corner, VA** May 20XX-August 20XX

*Assurance Intern*

* Assisted in the general execution of external audit procedures
* Supported management through risk identification, control testing, and process improvement procedures
* Analyzed client records, prepared written communications, participated in one-on-one and small group discussion with team members and client personnel
* Documented the execution of audit procedures as defined by the client’s objectives, history, and planned approach

WORK EXPERIENCE

**West Virginia University Chambers College, Morgantown, WV** September 20XX-Present

*Chambers Ambassador*

* Represent John Chambers College of Business and Economics across campus by engaging with prospective students
* Answer questions during student panels, prospective student meetings, Discover and Decide WVU Day
* Participate in monthly meetings, professional development events, and preparation for special recruitment and retention projects

**Target, Charleston, WV** June 20XX-August 20XX

*Guest Service Advocate*

* 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

**KPMG Discover Program** June 20XX

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