

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