

## JAMES PARKER

222 Corner Lane Road • Bay Shore, New York 22222 • (555) 777-0000 • jraccountant@financialweb.net

---

*Full-time accounting student with related experience seeking a part-time position in the capacity of:*

### JUNIOR ACCOUNTANT

- Currently enrolled in a four-year accounting program; excel academically while working part time.
- Well-rounded experience working in retail sales environments across foodservice and clothing industries.
- Analytical problem solver with a strong figure aptitude and ability to quickly grasp complex concepts.
- Disciplined with a strong character developed from extensive athletics and community involvement.
- Personable with innate relationship-building qualities; communicate effectively in English and Spanish.

---

### EDUCATION

**Bachelor of Science, Accounting, expected May 2005**

LONG ISLAND UNIVERSITY, C.W. POST, Brentwood, New York

**Honors:** Phi Eta Sigma, Freshman Honor Society **Current GPA:** 3.9

**Coursework:** External Reporting, Tax and Business Strategies, Managerial Accounting, Corporate Finance, Principles of Accounting, Microeconomics, Macroeconomics, Calculus, Business Law, Marketing, and Statistics

### WORK EXPERIENCE

➤ **Supermarket City, Riverhead, New York** 11/01 – present

**Accounting Clerk, Internal Audit Department, Corporate Headquarters**

- Perform general accounting functions focused on high-risk audits of daily inventory for 47 stores, weekly disbursements of short-term payable accounts, and mandatory reporting activities for management review.
- Research, identify, and investigate over/under charges through review and analysis of vendors' aging reports for all store sites, and verify, reconcile, and approve payment for entry into network accounting system.
- Interface between major snack food and beverage vendors and King Kullen's Accounts Payable/Receivable departments concerning invoice discrepancy issues and account billing cycles that include vendor discounts.
- Assisted Personnel during tax season to trace high-risk fraudulent employee activities for all stores locations.
- Interviewed all levels of personnel to investigate incidents of false social security identifications and W-2 forms to cases of embezzlement, with a focus on and bookkeepers, cashiers, and field auditors.

**Produce Clerk, Produce Department**

- Assisted in broad areas of customer service, sales, marketing, staff training, quality assurance, inventory control, delivery verification, stocking, vendor relations, catering services, and product merchandising.
- Selected to train four part-time clerks at another store location on daily Produce Department procedures.

➤ **Sales Representative, Garment Department, Discount Suits Corp., Riverhead, New York** 12/00 – 11/01

- Assisted in storewide functions including sales counter and cashiering activities, part-time employee training, inventory control, stocking, merchandise display, purchasing, loss prevention, and problem resolution.

### COMMUNITY INVOLVEMENT & AFFILIATIONS

**Active Member,** Accounting Society, Long Island University, C.W. Post

**Co-founder and Chairman,** Bay Shore Alumni Student Association

### COMPUTER SKILLS

Windows 2000/OSX; Microsoft Word, Excel, and Access; electronic tax research; Internet research  
Install, configure, and troubleshoot various hardware and software components