Tammy Jacobson
71 Scholarship Way
Mansfield, PA 16933
TammyJ@email.com
(570)555-1212

Education

The College at Mansfield, Mansfield, PA
Bachelor of Science in Accounting **Expected** May 2020
President's List 2020, Dean's List 2021

Experience

XYZ Services Inc., Elmira, NY **May 2019-August 2019**
Internal Audit Intern

- Assisted Internal Audit's financial controls testing
- Coordinated with regional management to obtain documentation needed for audit testwork
- Accurately and concisely documented audit testwork
- Organized and retained adequate documentation to support audit conclusions
- Determined causes of audit exceptions & worked with Financial Controls Managers to remediate

The ABC Company, Williamsport, PA **January 2020 – April 2020**
Tax Intern

- Assisted in the preparation of individual & business tax returns
- Managed quantity of work needed on files with budget constraints
- Effectively applied technology tools and software
- Informed supervisors of engagement/project status
- Corresponded with clients on the status of their returns

Wegmans Food Markets Inc, Corning **August 2020 – May 2020**
Cashier, Knowledge Based Seller

- Balanced cash register & provided incredible customer service
- Coordinated with Selling Team to promote new products & recipes to customers
- Prepared recipes and new products timely for in-store sampling

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Skills

Experience using QuickBooks, Microsoft Office Suite, Engagement
Community and collaborates will with other. Perform tasks and problem solves efficiently.

Extracurricular Activities

- Vice President of Women in Business 2019
- Member of Accounting Society 2018-2019
- Secretary of Phi Theta Kappa Honor Society 2018, 2019
- Mentor in YMCA Youth

Academic Achievement

Awarded the Following Scholarships:

- Jump Start College Scholarships 2019, 2020
- Odyssey Scholarship 2020, 2021