

Jessica Brock

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Education

Bachelor of Science in Accounting

December 20XX

University of Wisconsin-River Falls (UWRF)

GPA: 3.7, Dean's List

Accounting Experience

Land O'Lakes Inc. | Shoreview, MN

Summer 20XX

Accounting Intern

- Developed monthly financial scorecards and narratives
- Supported accounting team in preparation of financial statements, budgets, and reports
- Performed material shrink and labor analysis requiring high attention to detail
- Reviewed balance sheets to ensure accuracy and integrity of information and records
- Attended regular training programs to become familiar with Land O' Lakes programs

Eide Bailly | Minneapolis, MN

20XX-20XX

Audit Intern

- Gained valuable audit experience assisting in the completion of numerous areas of the financial statement audit, which included planning, performing, and wrap-up procedures
- Designed a template for comparative financial trend analysis to be used in analytical testing for non-profit audits
- Provided in-office support in the form of audit planning, work paper preparation, importing trial balances, and making selections for testing, among several other tasks
- Compiled and assembled client financial data in a systematic manner to later prepare related financial statements

Additional Experience

UWRF Career Services | River Falls, WI

20XX-Present

Career Peer Advisor

- Provided a wide range of students and alumni with various career advice such as cover letter and resume writing and creating a professional portfolio
- Collaborated with a team of six other peer advisors on projects such as bulletin boards, career handouts and coordinating campus activities

Buck Hill Ski School | Burnsville, MN

20XX-20XX

Desk Assistant

- Facilitated answers to questions for a diverse population of customers and helped customers register for appropriate ski classes while providing excellent customer service
- Collaborated and prioritized with co-workers to determine tasks for the day including display case arrangements and ski equipment clean up

Involvement

UWRF Accounting and Finance Society | River Falls, WI

May 20XX-Present

Vice President

Big Brothers Big Sisters | Hudson, WI

November 20XX-Present

Volunteer