**Caleb Counts**

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Oceanside, MA · 617.555.5555

Recent graduate with a passion for accounting looking for a work environment that fosters growth in chosen field. Hard working, reliable, and optimistic, with strong customer service and office administration skills learned through years of various work experience.

**Education** Saint Michael's College, Colchester, VT

Bachelor of Science in Accounting, May 2020

3.39 G.P.A.

**Accounting** Accounting InternSummer 2019 to present (part time)

**Experience** *Wald & Company*, P.C., Boston, MA

∙ Managed client account systems and completed bank reconciliations in QuickBooks.

· Prepared individual tax returns in Pro-Fx Tax System.

· Organized and entered client information into Engagement system.

· Assisted accounting partners in preparing tax returns.

· Participated in daily projects with co-workers

Accounts Receivable Assistant Summer 2018

*JET-A-WAY Waste Management & Recycling*, Roxbury, MA

· Assisted with Accounts Receivable and customer issues.

· Made collection calls and posted payments in Trux Waste Software System.

· Helped improve filing system for sales contracts.

· Dispatched trucks for commercial and residential customers.

Bookkeeping Assistant Summer 2017

*Bookkeepers Corner*, Rockland, MA

· Completed bank reconciliations in QuickBooks.

· Created contact sheets for customer information and entered data accurately.

**Work** Office Assistant/Landscaper Summer 2016 to present (part time)

**Experience** *Digits Corporation*, Quincy, MA

· Organized client information and paperwork.

· Assisted with billing clients, paying bills, and tracking employee hours.

· Developed knowledge of proper use of landscaping equipment.

Cashier/Server Summer 2015 to Spring 2016

*Coffee Break Café*, Quincy, MA

· Received orders, prepared and served beverages and food.

· Processed transactions and provided excellent customer service.

· Operated espresso machines, restocked supplies, and cleaned area.

**Activities** · Lived in Ambassador Housing with International students from Venezuela and Saudi Arabia; academic year 2018 to 2019.

· Peer Tutor in Finance during spring 2019.

· Spending quality time with family and friends, skiing, snowmobiling, and traveling.

**Computer** MS Word, Excel, QuickBooks, Pro-Fx Tax, Engagement

**Experience**