

Hooter T. Owl

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545 West Highland Drive, Apt #3 | Philadelphia | PA | 19145 | 215-204-XXXX

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2026

Major: Accounting | **GPA:** 3.43 | Total expected credits: 150

Awards: Dean's List: Fall 2019 – Spring 2021

ACTIVITIES

Member, National Association of Black Accountants

January 2018 – Present

Volunteer, VITA Family Tax Assistance

May 2019 – August 2019

Tutor, School District of Philadelphia

May 2018 – August 2018

EXPERIENCE

COMPASS COMPUTER GROUP, King of Prussia, PA

May 2023 – September 2023

Accounting Assistant

- Assisted corporate controller with daily functions for mid-sized computer consulting firm specializing in client/server development, custom programming & Intranet implementations.
- Assisted with financial and accounting functions to ensure compliance with AICPA standards, tax regulations and other governmental agencies.
- Conducted financial analysis using Excel and PeachTree, posted daily entries and reconciled accounts.

PIZZERIA ROMANO, Springhouse, PA

February 2021 – May 2022

Server

- Provided customer service for a high-volume pizzeria serving 100+ customers nightly
- Served as host when needed including working with customers on catering events, seating arrangements and special dietary restrictions.
- Replenished supplies and condiments at zoned serving stations, including assisting shift manager with large parties and beverage orders.

SKILLS

Software: Microsoft Word, Excel, PowerPoint, SPSS, PeachTree

Languages: Basic Proficiency in Spanish

Certifications: Excel for Business Certification