

# CHRISTOPHER LAGROW

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**OBJECTIVE** An accounting internship for fall semester

**EDUCATION** **State University of New York at Fredonia**  
**Bachelor of Science, Public Accountancy**, May 20xx  
GPA in major 3.2

**RELATED COURSES** Taxation Organizational Behavior  
Financial Accounting Managerial Accounting  
Business Communication Managerial Finance

**EMPLOYMENT** **Dining Hall Staff**, 20xx-present  
**Fredonia Faculty Student Association**, Fredonia, NY

- Prepare and serve food
- Help with catering setup and breakdown at special events

**Cashier**, October 20xx-present  
**Wegmans**, Amherst, NY

- Named Employee of the Month, July 20xx
- Process cash and credit transactions
- Provide excellent customer service
- Help train new employees on cashiering duties

**Lifeguard**, Summer 20xx-present  
**Syracuse City Parks & Recreation**, Syracuse, NY

**ACTIVITIES** **Kappa Sigma Fraternity**, Fall 20xx-present

- Participate in a variety of community service activities (more than 20 hours/semester) both on and off campus
- Serve on recruitment committee and participate in intramural volleyball

**SUNY Fredonia Accounting Society**, 20xx-present

- Attended weekly meetings, including career presentations by accounting organizations and professionals

**SUNY Fredonia Business Club**, Fall 20xx-Spring 20xx

- Attended annual trip to New York City, which included tours of Wall Street financial firms to network with Fredonia alumni

**SUNY Fredonia Ultimate Frisbee**, Fall 20xx season

- Participated in a ten-game season including seven trips to other colleges; practiced with team every weekday

# Christopher LaGrow

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## OBJECTIVE

A Staff Accountant position with Ernst & Young

## EDUCATION

**State University of New York at Fredonia**

**Bachelor of Science, Public Accountancy**, May 20xx

GPA: 3.3, in major 3.7

Dean's List, 5 semesters

American Legion Post 1234 Scholarship

## ACCOUNTING EXPERIENCE

**IBM Corporation**, Endicott, NY

**Intern**, Fall 20xx

- Processed two Signature invoices for three newly acquired companies, verified information and resolved problems
- Administered Canadian UCD Lab check requests
- Worked payment exception reports on a daily and weekly basis
- Ran cost of money query and canceled and reposted invoices accordingly
- Helped with internal "Quest" audit of credit memos for accuracy
- Created and tabulated a 10-question survey of approximately 200 clients regarding customer service

**Volunteer Income Tax Assistance**, SUNY Fredonia

**Volunteer Tax Preparer**, Spring 20xx/20xx

- Completed a four-week Internal Revenue Service training course
- Prepared and filed federal and state tax returns for elderly and low income clients utilizing TaxWise

**SUNY Fredonia Accounting Society**

**Treasurer**, Spring 20xx-Fall 20xx

- Oversaw a \$2,000 budget and tracked all income and expenses using QuickBooks
- Filed financial reports to student government on a monthly basis
- Helped arrange presentations by accounting professionals for the organization
- Participated in a variety of community service activities (about 15 hours/semester) for organizations such as the Friendly Soup Kitchen and Rural Ministries

## ADDITIONAL EXPERIENCE

**Wegmans**, Amherst, NY

**Cashier**, October 20xx-present

- Employee of the Month, July 20xx
- Cross-trained in several departments

## ATHLETICS

**SUNY Fredonia NCAA Division III Men's Basketball**

- Captain, senior year
- SUNYAC Tournament Runner-Up, 20xx
- SUNYAC Athlete of the Week, January 20xx
- Special Olympics volunteer

## COMPUTER SKILLS

TaxWise, QuickBooks, Microsoft Office

## VOLUNTEER

- Habitat for Humanity
- Relay For Life