

## Shawn Example

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### EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK  
**Master of Science, Accounting**, Jun. 2022

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK  
**Bachelor of Science, Accounting**, Jun. 2021  
GPA: 3.40/4.0

### EXPERIENCE

**Volunteer Income Tax Assistance Program (VITA)**, University at Buffalo (UB)  
**Volunteer Tax Preparer**, Through UB Chapter of Beta Alpha Psi, Jan. 2021-Apr. 2021

- Provided individualized tax preparation assistance/advice to low-income families in the Buffalo area, as part of essential and recognized VITA community service team
- Recommended tax solutions for families that were consistent with state and federal tax codes and GAAP principles
- Reviewed detailed financial statements, receipts and other relevant documents with the utmost care to ensure the accuracy and integrity of return filings

**Ace Automotive Center**, Cheektowaga, NY

**Accounts Payable & Receivable Intern**, May 2020-Dec. 2020

- Managed all aspects of accounts payable and accounts receivable
- Reduced overdue accounts, approximately \$30,000, by contacting customers to collect overdue debts and offering repayment options
- Accelerated and improved accounts receivable status by assisting Controller and expediting invoice mailing process for better cash flow

**Wegmans Food Markets, Inc.**, Amherst, NY

**Customer Service Associate**, Mar. 2018-Dec. 2019

- Delivered thoughtful service to customers to build goodwill, enhance satisfaction and reinforce Wegmans' positive brand identity
- Teamed with other associates to efficiently complete important maintenance and cleaning tasks assuring a neat and clean store for shoppers
- Displayed dedication and work ethic by offering to work extra shifts in busy periods
- Supported co-workers by rotating into various departments as necessary to maintain swift and outstanding customer service

### ACTIVITIES

**VP of Technicals**, Beta Alpha Psi, Business Honors Fraternity, Aug. 2020-May 2021

- Arranged and coordinated professional presentations for members by alumni from accounting industry areas such as public, private and government

**Practice Interviewer**, School of Management, Career Resource Center, Feb. 2019-Apr. 2019

- Conducted practice interviews and provided improvement feedback for fellow undergraduates to help prepare them for behavioral interviews

**Student Volunteer**, UB Linda Yalem Memorial Run, University at Buffalo, 2019

### SKILLS

MS Office: Excel, Word, Publisher, PowerPoint and Access

Accounting Software: MS Dynamics, Great Plains and QuickBooks