

# Nigel Mipsum

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Somewhere, TX

(512)-000-0000

## Objective:

Seeking an accounting internship for Summer 2025 (and beyond) in Dallas/Fort Worth area.

## Education:

### University of North Texas, Denton, TX

**MS Expected Graduation: Summer 2027**

Bachelor/Master of Science in Accounting

**BS Expected Graduation: Summer 2026**

- Overall GPA: 3.3
- CPA Eligible Fall 2027
- Dean's List Scholar Fall 2024, Spring 2025

Relevant Coursework: Business Calculus, Microeconomics, Macroeconomics, Computers in Business, Managerial Accounting, Communications, Data Analysis with Spreadsheets, Financial Accounting

## Employment:

### Student Assistant, UNT Student Accounting

**May 2025 – Present**

- Processing student payments for tuition and fees with a focus on detail and accuracy
- Assisting students and families in the process of paying for college
- Providing customer service in person, via email, and by phone
- Posting and maintaining payment transactions while following FERPA regulations

### Southwest YMCA Team Lead, Austin TX

**January 2021 - July 2024**

- Managed Childwatch team shifts, assigned duties, and ensured staff compliances with policies and safety guidelines
- Provided a safe, engaging environment for children, promoting learning and problem solving
- Maintained attendance records, verified parent IDs, and ensured adherence to protocols.

## Extracurricular Involvement:

### Women in Business Treasurer

**January 2025 – Present**

- Managed the collection of member dues and organizing data into a detailed Excel spreadsheet
- Monitored and tracking club's income and expenses for the semester, ensuring compliance with the budget goals
- Administered and maintained the semester's budget to ensure financial stability

## Volunteer Work:

**Total hours:** 200+

**Organizations:** Central Texas Food Bank, Operation Christmas Child, Dog Days of Denton, Great Pyrenes Rescue, Chhaupadi, Dell Children's Hospital, Cards for Compassion, Denton Animal Shelter

## Skills & Certifications:

**Skills:** Excel, Budgeting, Attentive, Problem Solving, Accountability, Time Management

**Certifications:** Intuit QuickBooks (May 2023)