

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

Bachelor/Master of Science in Accounting

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

MS Expected Graduation: Summer 2027

BS Expected Graduation: Summer 2026

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)