

JANET YELLEN

123 UCEN ROAD, SANTA BARBARA, CA 93117
(805) 123-4567
JANETYELLEN@UCSB.EDU

EDUCATION

University of California, Santa Barbara
Bachelor of Arts in Economics & Accounting

Expected: June 2020
CPA Eligibility: June 2020

- **Cumulative GPA:** 3.55 **Major GPA:** 3.71
- **Honors:** College of Letters & Science Honors Program, Deans Honors
- **Additional Skills:** Fluent in Spanish, Conversational proficiency in French

WORK EXPERIENCE

XYZ Corporation
Audit Intern

Los Angeles, California
June 2018 – August 2018

- Audited cash, invoices, and other documents to ensure compliance with corporate policies
- Verified that business functions complied with EPA, FDA, and OSHA regulations
- Provided weekly updates to controller on the integrity of company's accounting procedures
- Eased work flow of superiors by providing daily updates on company accounting transactions

Campus Learning Assistance Services
Tutor

Santa Barbara, California
August 2017–June 2018

- Tutored fellow students in accounting and economics courses, including Financial Accounting, Introductory Macroeconomics, and Introductory Microeconomics
- Developed communication skills explaining accounting concepts to a diverse group of students
- Reinforced foundation of accounting knowledge through the tutoring process

Offices of California Senator Eric S. Chen
Intern

Redondo Beach, California
September 2016–February 2018

- Oversaw and recorded expenses used in Eric S. Chen's 2018 Re-Election Campaign
- Managed day-to-day constituent casework with other government entities
- Received the California State and Legislature Assembly Recognition Award for political service

CAMPUS INVOLVEMENT

- Finance Connection, *Member* *January 2012 – Present*
- Accounting Association, *Member* *October 2011 - Present*
- Gamma Delta Pi Business Fraternity, *Member* *October 2011 - Present*