

# Herky Hawkeye

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1234 Black and Gold Lane, Iowa City, IA 52242

## EDUCATION

**The University of Iowa**, Iowa City, IA

Anticipated May 20XX

Bachelor of Business Administration, Accounting

- GPA: 3.23/4.00
- Software Skills: Adobe, SPSS, Word, PowerPoint, Excel

## ACCOUNTING & FINANCE EXPERIENCE

**Nonprofit Accounting Analysis Project**

August 20XX – January 20XX

Department of Accounting, The University of Iowa, Iowa City, IA

- Partnered with a classmate to develop an accounting system for a local nonprofit firm to help track costs
- Trained 2 current employees to use the developed accounting system
- Produced an accounting system manual to continue the development of the accounting system

**Member, HawkTrade**

February 20XX – June 20XX

The University of Iowa, Iowa City, IA

- Participated in club-wide investment competition using virtual funds to invest in real-life stock
- Attended weekly meetings to discuss investment strategies, market news and share stock options

**Auditing Analysis Project**

April 20XX – June 20XX

Department of Accounting, The University of Iowa, Iowa City, IA

- Worked efficiently and effectively with group of 5 classmates for Target Distribution Co.
- Developed checklist of auditing items & database system for the company to efficiently account for costs
- Presented project to Target Distribution Executive Board

## ATHLETIC LEADERSHIP EXPERIENCE

**Team Captain, Varsity Women's Swimming and Diving Team**

August 20XX – Present

The University of Iowa, Iowa City, IA

- Motivated, supported, and led team of 30 Division I athletes
- Planned and implemented Annual Breast Cancer Awareness Swim Meet
- Collaborated with co-captains to develop community service projects to raise awareness and funds
- Awarded a full scholarship covering tuition, fees, room, and board for 4 years

## HONORS & AWARDS

Academic All-Big 10 for 3 years

20XX – 20XX

Big 10 1<sup>st</sup> Team All-Conference honors

20XX

University of Iowa Swim & Dive record holder

20XX

**Chair, Iowa Student-Athlete Advisory Committee**

August 20XX – Present

**Member**

August 20XX – Present

The University of Iowa, Iowa City, IA

- Represented Women's Swimming and Diving in meetings alongside fellow varsity athletes
- Utilized leadership skills to coordinate on-campus NCAA Diversity Workshop for student-athletes
- Attended Big 10 Conference SAAC workshop in May 20XX

## SERVICE & VOLUNTEER EXPERIENCE

**Coordinator, ISAAC Bowling Social**, Iowa City, IA

April 20XX

- Coordinated planning for an event for student-athletes to connect with one another
- Planned and implemented location reservation, rentals, and agenda
- Recruited 10 student-athletes to participate in the event resulting in more than 5 new member applications

**Fundraiser**, Dance Marathon

February 20XX

**Volunteer**, Special Olympics

June 20XX