

Casey Espinoza

10 Green Acres
Green City, NJ 56789
casey@email.com
C: 222-222-1234

Objective

To obtain an accounting position within a professional office setting.

Education

Green City High School 2017 - Expected Graduation 2021

GPA 3.8
A/B Honor Roll
Varsity Basketball 11th, 12th
JV Basketball 9th, 10th
Varsity Track 10th, 11th, 12th

Work Experience

ABC Accounting, Green City, NJ

Office Assistant, 2019 - Current

Assist as needed in the office of ABC Accounting. I worked about 10 hours a week after school. Duties included making copies, filing paperwork, preparing and sending mail, answering phones, and scheduling appointments.

Green City Veterinary Clinic, Green City, NJ

Office Assistant, 2020 - Current

Assisted at the front desk of a busy veterinarian office. I worked six hours on Saturdays. Duties included greeting patients and pets, answering phones, scheduling appointments, filing charts and paperwork, and other duties as needed.

Achievements

Completed Business I, II, and III with an A average
Completed Principles of Accounting I and II with an A average
Completed Microsoft Business Course and passed exams for Certified Professional Named Business Student of the Year in my Senior year

Skills

Microsoft Certified Professional in Word, Excel, and PowerPoint
Dependable and Responsible
Self-motivated
Strong communication skills and outgoing personality

Interests

Hiking and Swimming
Video Games
Cooking and trying new recipes
Jewelry making
Attending concerts

Volunteer Experience

Green City Veterinary Clinic, 2016-2020: volunteered to assist in the exam room with pets, fed and walked pets as needed, cleaned exam rooms between each pet visit.

References

Mrs. Pam Smith
Accounting Teacher, Green City High School
psmith@email.edu
222-222-6789

Mr. John Smith
Veterinarian, Green City Veterinary Clinic
222-222-3456
jsmith@email.org

Pathful explore