## **Pistol Pete**

Stillwater, Oklahoma (405) 555-5555 Pistol.Pete@okstate.edu

Education		
Bachelor of Science in Business Administration Major: Accounting Oklahoma State University	Expected May 2027 GPA: 3.65	
Accounting Experience		
Intern	May 2024 – Present	

City of Stillwater, Oklahoma

- Analyze department spending for annual report and budget request.
- Reconcile expenses across a five person team using SAP Concur.
- Improve expense reporting process by approximately 15%.

Office Assistant August 2023 – May 2024

**Dental Depot** 

- Implemented automated billing system for billing and accounting team.
- Managed appointment calendars for six technicians and three dentists, resolving conflicts where needed.
- Assisted around 50 clients daily, welcoming them to the office and communicating with relevant staff.

## **Additional Experience**

Cashier May 2022 – July 2023

McDonald's

- Informed customers about updated service offerings, managing financial transactions.
- Collaborated with team members across four service areas, providing customers a seamless experience.
- Mediated customer complaints, remedying concerns with immediate low-cost solutions.

Leadership Experience		
Member, Beta Alpha Psi	August 2024 – Present	
Treasurer, Financial Management Association	August 2024 – Present	
Ambassador, Spears School of Business	August 2023 – May 2024	
Achievements		
Dean's Honor Roll	January 2024 – Present	
Spears Scholar Leader Program	August 2024 – Present	
International Experi	ence	

## Summer in London/Scotland, Center for Advanced Global Leadership and Engagement

May 2025

- Visited businesses across the UK, learning international business principles.
- Researched marketing trends in England and Scotland, highlighting key insights for US employers.
- Developed cultural awareness by engaging in company tours in Edinburgh and London.