

ANDREW GIBSON

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EDUCATION

VALPARAISO UNIVERSITY – *College of Business (Accounting)*

ANTICIPATED GRADUATION: May 2016 with Cum Laude Honors

Studied abroad in Hangzhou, China for the 2015 summer semester.

SKILLS

Microsoft Programs (Word, Excel)

Accounting Software (Quickbooks, SAP, CAS)

Tax Software (Ultratax)

Managerial Experience

Well Rounded, Analytic & Organized

Highly Adaptable & Quick Learner

EXPERIENCE

Padgett Business Services – *Tax Intern*

VALPARAISO, INDIANA

JANUARY 2016 - PRESENT

- Prepare 1040, 1065, 1120S tax returns.
- Prepare accounting statements for clients.
- Audit payroll for clients.
- Held appointments with clients about tax inquiries.

SPEEDWAY, LLC – *Store Shift Manager*

LAPORTE, INDIANA

JUNE 2013 - DECEMBER 2015

- Delegated daily job duties to employees to effectively and efficiently meet all required metrics.
- Completed daily reports and cost analyses while supervising cashiers.
- Audited payroll for all employees.
- Managed inventory for the entire store.
- Trained new employees, providing positive feedback as needed for improvement.
- Provided valuable customer service, including proper upselling of services when applicable.
- Promoted to managerial position in 2014.

RUIHUA CERTIFIED PUBLIC ACCOUNTANTS – *Accounting Intern*

HANGZHOU, ZHEJIANG, CHINA

MAY 2015 - JUNE 2015

- Assisted with the development of financial statements to clients.
- Attended a business meeting in Shanghai, China with a prospective client.
- Reviewed financial statements that were translated from Chinese to English.

VOLUNTEER SERVICES

Salvation Army via National Honors Society

Habitat for Humanity

Election Campaign Assistant – La Porte Sheriff Mike Mollenhauer, 2008 - 2013

Park & Recreation Spring Cleanup 2013-2015

Hilltop Neighborhood House – Valparaiso, IN