**Frank A. Counting**

171 Stern Street  Playa Del Rey, CA 90293  counting@lion.lmu.edu  (232) 555-5643

EDUCATION

# Loyola Marymount University Los Angeles, CA

*Bachelor of Science Candidate, Accounting* Graduation/CPA Eligible May 2018 Overall GPA 3.7; Major GPA 4.0

* Activities: Accounting Society; Associated Students of LMU (ASLMU); Center for Service & Action

PROFESSIONAL EXPERIENCE

# LMU Accounting Society Los Angeles, CA

*Vice-President* May 2016 – Present

* Communicate with faculty to identify professionals and invite speakers to meetings
* Schedule and co-facilitate monthly meetings, creating agenda items for members to discuss
* Work to increase Accounting Society membership through social media platforms
* Planned alumni-student networking event in Spring 2016 for 75 people with a budget of $2,000

# Tax Resolution Services Westchester, CA

*Assistant Bookkeeper* June 2015 – Present

* Create various Excel spreadsheets for accounts receivable and accounts payable
* Assist with the successful implementation of new payroll system
* Prepare proof of cash, general ledger, and trial balance

# Los Angeles Low Income Taxpayer Clinic Mar Vista, CA

*Volunteer* Jan 2015 – Apr 2015

* Greeted visitors and directed them to appropriate professionals
* Helped clients fill out intake forms with personal and financial information
* Updated master spreadsheet with client information and accountant recommendations

# Loyola Marymount University, ASLMU Los Angeles, CA

*Programming Committee Member* Sept 2014 – May 2015

* Helped organize annual Sunset Concert, drawing 1,000+ attendees
* Planned Collegefest, an all-day event including music, food, tournaments, and scavenger hunt
* Implemented first Comedy Night, featuring Dane Cook; tickets sold out, 1.500+ attendees

VOLUNTEER & COMMUNITY ENGAGEMENT

# Youth Mentoring Connections Los Angeles, CA

*Mentor* June 2015 – Aug 2016

* Provided a safe environment for at-risk youth; taught surfing to more than 20 students

# Center for Service & Action Los Angeles, CA

*Student Fellow* Aug 2015 – May 2016

* Contributed more than 80 hours of community service in Westchester and Playa del Rey

SKILLS & INTERESTS

Microsoft Certified Excel Specialist, 2016 Bilingual English and Spanish

Surfing, Hiking, and Mountain Biking