



CAREER SERVICES

Sample Resume

Javon Blanchette

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OBJECTIVE

To obtain the teller position at Scotia Bank.

EDUCATION

Associate of Arts in Accounting

November 2020

International College of the Cayman Islands (ICCI)

Newlands, Grand Cayman

G.P.A: 3.5; worked full-time while attending school

Related courses: Balance Sheet preparation, Liquidation and Receivership, Elements of Cost

RELEVANT EXPERIENCE

Accounting Intern

Summer 2014

Basseterre Accounting

Georgetown, Grand Cayman

- Helped prepare accounting documents for clients' portfolios
- Assisted in designing a survey to determine clients' needs
- Entered client information into company database for record-keeping
- Provided information and customer service to prospective clients

CLASS PROJECT

Preparer

March 2014

Balance sheet preparation (ICCI)

Newlands, Grand Cayman

- Correctly prepared a balance sheet for a shipping company with revenue and expenditure of \$1.2 million.

LEADERSHIP

Treasurer

August 2014 - present

Student Government Association (ICCI)

Newlands, Grand Cayman

- Managed all funds of the association for its successful operation
- Maintained up-to-date financial records and presented reports to the Bursar of the college
- Responsibly allocated and disbursed funds for the association's use

SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Access); Accountprep

Accounting: Balance sheet preparation, Income statement preparation, Budget preparation

Language: Spanish (fluent)