

Brighton Early

321 E. 1st Street • City, TX 78555 • (956) 555-5555 • brighton.early01@utrgv.edu

EDUCATION

The University of Texas Rio Grande Valley
Bachelor of Business Administration in Accounting
Overall GPA: 4.0

Edinburg, TX
Graduation Date: May 20XX

AWARDS AND HONORS

University Scholars Presidential Scholarship, *Recipient* 20XX-20XX
Blockbuster, Inc. Scholarship, *Recipient* 20XX
UTRGV Dean's List Honors, *Recipient* 20XX
UTRGV College of Business & Entrepreneurship Dean's Scholar Award, *Recipient* 20XX
SHS Book Club Scholarship, *Recipient* 20XX
SHS General Scholarship, *Recipient* 20XX
Le Concours National de Français, *Regional 1st Place Award* 20XX

INTERNSHIP EXPERIENCE

Canmar Trading, LLC. McAllen, TX
Accounts Payable Intern (Unpaid) June-August 20XX

- Assisted in the management of accounts payable.
- Recorded day to day transactions.
- Assisted in the reconciliation of bank accounts.

LEADERSHIP

ALPFA (Association of Latino Professionals in Finance and Accounting), 20XX-Present
Academic Development Director, 20XX-20XX and *Vice President External*, 20XX-Present

- Participated in coordinating events to promote academic, leadership and professional development of members.
- Led the external division team of 8 student leaders by setting long term goals to increase exposure, professional development of members, and community engagement of ALPFA at UTRGV by assessing progress.
- Engaged in community service projects with Farmers Insurance, United Way of South Texas, the City of Pharr, and the City of McAllen.
- Led ALPFA at UTRGV's first trip to ALPFA National Convention by coordinating travel arrangements and securing sponsorship funds for 6 chapter members.

MERIT Program, *Protégé*, 20XX-20XX

UTRGV University Scholars BRIDGE Mentoring Program, *Protégé*, 20XX-20XX

Leadership Academy, *Member*, 20XX-Present

COMMUNITY SERVICE

Volunteer Income Tax Assistance Program (VITA), 20XX
ALPFA Trunk or Treat, *Volunteer and organizing committee member* 20XX-20XX

SKILLS

Computer: Microsoft Word, Excel, Power Point, Outlook and Publisher. QuickBooks.
Communication: Excellent presentational skills. Bilingual in English and Spanish. Good knowledge of French, with the ability to speak, write, and read. Able to work independently and in teams.