

ISOBEL DOBSON

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EDUCATION:

State University of New York at Brockport - Brockport, NY

Master of Science in Accounting

Anticipated- 5/2023

Bachelor of Science in Accounting

5/2022

RELEVANT COURSES:

- ACCXXX- Course name
- BUSXXX- Course name
- ECNXXX- Course name

INTERNSHIPS:

KPMG – Rochester, NY

5/2022 - 8/2022

Audit Intern

- Assist with all phases of audit process for external clients, including Fleet Bank and Xerox Corporation
- Excel in communications and interactions with clients, resulting in ability to quickly gather appropriate information and meet client needs
- Review stock reports utilizing Bloomberg system, organized information, and distributed to audit team

Internal Revenue Service – Rochester, NY

1/2021 - 5/2021

Tax Intern

- Independently assisted economically and culturally diverse individuals with tax preparation in electronic and paper formats, serving 10-20 clients per shift.
- Excelled at interviewing clients to ascertain information. In addition, provided instruction to clients to increase understanding of the filing process.
- Processed information and made recommendations regarding selection of appropriate forms
- Entrusted to provide independent assistance, including sharing information and recommendations for itemized deductions.

EXPERIENCE:

Payroll Office at SUNY Brockport – Brockport NY

9/2018 – 5/2021

Payroll Clerk

- Prepared paychecks for students by collecting hourly time sheets and organizing them according to department
- Reviewed reports for inconsistencies and resolved any differences. Reconciled bank statements, especially outstanding checks.
- Managed confidential information and demonstrated attention to detail.

ACTIVITIES:

Accounting Club

9/2018 – 5/2022