

SCOTTY BEAR

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EDUCATION

University of California, Riverside
Bachelor of Science, Business Administration
Concentration in Accounting

June 2026
CPA Eligibility: September 20XX

SUMMARY

Detail-oriented accounting student/professional with hands-on experience in auditing payroll records, preparing tax returns, and ensuring compliance with financial procedures. Proven ability to collaborate across departments and maintain confidentiality in high-stakes environments, successfully managed budgets and fundraising initiatives.

EXPERIENCE

Accounting Intern June 2025- September 2025
Riverside County Office Riverside, CA

- Conducted audits of timesheets and maintained records to coincide with payroll reports.
- Audited transactional records and prepared reports for review using attention to detail.
- Reviewed confidential information and collaborated with accounts payable.

Audit Intern June 2024–August 2024
Audit & Advisory Services, Riverside, CA

- Determined departmental compliance with campus policy and procedures
- Collaborated with a team of 4-5 auditors to ensure compliance with financial procedures.

Tax Preparer January 2024 – April 2024
Volunteer Income Tax Assistance, Riverside, CA

- Prepared income tax assistance at no cost to low-income families within local community.
- Completed on average 2 tax returns per hour and ensuring information was accurate.

Treasurer January 2023– January 2024
The Culture Club, Riverside, CA

- Managed the highest grossing fundraiser on campus, raising \$2,000 for student chapter.
- Collaborated with executive board to develop fundraising plans and exclusive membership cards.
- Created a budget using Microsoft Excel to allocate funds to respective chapter divisions.

Auditing Project September 2022 – December 2022
Managerial Accounting Course, Riverside CA

- Created a cost-volume-profit model to distinguish between variable costing and full absorption costing.
- Compared and contrasted cost, profit, revenue, and investment centers to determine differences.
- Identified Direct Cost Standards and Variances to describe standard cost systems.

ADDITIONAL EXPERIENCE

Member, Accounting Society September 2023 – Present
Participant, Business Analytics Job Simulation, Forage March 2024
Attendee, Networking in Accounting Panel February 2023

SKILLS

Microsoft Office Excel; Quickbooks; Arabic