

Blake Hohl

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OBJECTIVE

A position as a Staff Accountant for Herbein + Company, Inc.

EDUCATION

ALBRIGHT COLLEGE | Reading, PA

Bachelor of Science in Accounting, May 2020

- Completion of 150 hours by May 2020
- Accounting GPA: 3.8/4.0; Cumulative GPA: 3.5/4.0

RELATED EXPERIENCE

XYZ PUBLIC ACCOUNTING FIRM | Philadelphia, PA

Accounting Intern, May - August 2019

- Completed staff one level tasks for three different company clients during 40 hour per week audit internship
- Performed quarterly review procedures for SEC client, including clerically testing and typing out the 10-Q and Earnings Release
- Rolled forward prior year work papers in order to prepare for the current year audit, increasing efficiency

BERKS ENCORE | Reading, PA

Volunteer Income Tax Assistant, January – April 2019

- Successfully completed tax training for Federal returns and passed required exam resulting in ability to prepare and file Federal, State, and Local tax forms at no cost to low and middle income qualified residents and seniors living in Berks County, PA
- Demonstrated excellent interpersonal and verbal communication skills as well as knowledge of several languages to communicate effectively with individuals from diverse backgrounds

FIRST BANK OF PENNSYLVANIA | Philadelphia, PA

Teller & CSR, Seasonal, July 2016 - August 2018

- Processed daily deposits, withdrawals, loan payments, and settled the vault at the end of the day with consistently high level of accuracy
- Trained five new employees through one-hour weekly workshops using knowledge of banking operations and excellent communication skills
- Provided outstanding customer service in person and on the phone assisting customers to open CD's, checking accounts, saving accounts, money market accounts and processing loans based on customers' needs

OTHER EXPERIENCE

ALBRIGHT COLLEGE | Reading, PA

Academic Tutor, Fall 2018 - Present

- Plan and lead one-on-one study sessions to help peers improve speaking skills for Spanish 101
- Adapt teaching to accommodate the learning style of tutees; incorporate strategies to make sessions engaging and interactive

PROFESSIONAL MEMBERSHIPS & ACTIVITIES

- *Memberships:* American Institute of Certified Public Accountants (AICPA), Enactus
- *Volunteering:* Spanish Class with 13th and Union Elementary School (Reading, PA, 2017)
- *Other:* President and Member of the Albright Girl's Rugby Team Club Sport (2018 - Present)

COMPUTER AND LANGUAGE SKILLS

- *Accounting Software:* PeopleSoft 8 / In Vision / Millennium / QuickBooks
- *Computer:* Proficient in Microsoft Word / Excel / PowerPoint / Outlook / Publisher
- *Language:* Fluent in reading, writing and speaking Spanish; Basic spoken French