**MARCO MARSHALL**

Huntington, WV | marco@marshall.edu | 304-696-2370

linkedin.com/in/marcomarshall | wordpress.com/marcomarshall

**PROFESSIONAL SUMMARY**

Detail-oriented Accounting major with experience in financial reporting, bookkeeping, and auditing support. Skilled in analyzing financial data, maintaining accurate records, and assisting in tax preparation. Proficient in QuickBooks, Microsoft Excel, and GAAP standards. Committed to delivering high-quality work with integrity and precision while supporting the financial health of organizations.

**SKILLS SUMMARY**

* Financial Reporting and Reconciliation
* GAAP Compliance
* QuickBooks and Microsoft Excel (Advanced Formulas, Pivot Tables)
* Tax Preparation Assistance
* Cost Accounting Analysis
* Data Entry and Records Management
* Attention to Detail, Analytical Thinking, Effective Time Management

**EDUCATION**

Bachelor of Business Administration in Accounting Expected: May 2026

Marshall University Huntington, WV

GPA: 4.0

*RELEVANT COURSEWORK: Intermediate Accounting, Auditing, Taxation, Financial Management, Cost Accounting, Business Law*

**WORK EXPERIENCE**

Smith & Associates CPA Firm Huntington, WV

Accounting Intern June 2023 – August 2023

* Assisted in preparing monthly financial statements and year-end closing procedures.
* Performed bank reconciliations, general ledger adjustments, and financial data entry.
* Supported the tax team in gathering client documentation and preparing initial tax drafts.

Marshall University Office of Finance Huntington, WV

Student Accountant Assistant September 2022 – May 2023

* Processed invoices, reimbursements, and managed data entry for university accounts.
* Assisted in auditing financial reports for internal compliance reviews.