

# Michael J. Broughton

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**OBJECTIVE:** To obtain an accounting internship, in which I will learn the necessary tasks needed to grow a future in the field.

**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, Graduation: May 2016**

**Major: Accounting**

**Classes:**

- Financial Accounting
- Leadership and Organizational Development
- Statistics
- Legal Environment/Business Law

**Minor: Finance**

GPA: 3.01

**ACTIVITIES:**

- Member, Temple University Powerlifting Club
- Member, Institute of Management Accountants, Fall 2013 – Present

**EXPERIENCE:** Turkey Hill Mini Mart, Eagleville, PA April 2013 – Present

**Customer Service Associate**

- Provided customer service assistance for a high volume convenience store.
- Processed 100-120 customer transactions per shift, over a variety of different sales.
- Worked with about \$2200 per shift via sales and money orders.
- Achieved monthly group sales goals of about \$180,000
- Processed the orders of about 1000 items from the Distributor to make sure all items were delivered and stocked.
- Vendor Relationships – importance of have strong relationships on the front of both the vendors and the customers.

**SKILLS:**

- Microsoft Office (Excel, Word, Outlook, Access, PPT)
- Web-site Development (Word Press)
- Working Understanding of German
- Information Technology
- Computer Troubleshooting
- Understanding of QuickBooks (2010)