

Shirley “Cher” Que

Bangor, ME 04401 <Only provide you town, state, and zipcode for privacy reasons.

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[Linkedin | Portfolio](#) <Embed your links to professional social media and online portfolios.

Personal Statement:

Three sentence Paragraph detailing who you are professionally and your objective without using “I” statements.

Skills:

Financial Analysis, Financial Reporting, Tax Preparation, Budgeting and Forecasting, Office equipment: phone systems, printer/copier, fax machine, Cash register <List hard skills or technical skills only. Do not list soft skills in this section.

Education:

Bachelors of Science in Accounting, Husson University, Bangor, ME (Expected 06/2026)

Relevant Coursework: Principles of Accounting I & II, Business Law I & II, Microeconomics, Managerial Accounting, Business Strategy, Management Communications

Certificate of Finance, Husson University, Bangor, ME (Expected 06/2026)

Professional Experience:

Accounting Specialist Intern, Croc Systems, Brewer, ME (05/2025-08/2025)

- Collaborated with the accounting team and reported to the Controller to support various functions, improving financial accuracy and meet goals
- Used high attention to detail to audit financial records and prepared analysis reports, reducing discrepancies
- Performed accounts payable processing, inventory, Bank, and general ledger reconciliation
- Tracked and reported accuracy of cost and inventory transactions in an ERP systems such as E2 Shoptech and Profitkey

Retail Sales Associate, Beast Boys, Bangor, ME (01/2020-01/2022)

- Developed strong customer service skills and attention to detail through handling transactions and resolving customer issues
- Attended multiple advancement training opportunities on customer experience and product usage as technology evolved over time

Cashier, Fried Glory, Houston, TX (03/2018-07/2019)

- Took orders at counter and drive through while providing excellent customer service through friendly communication, conversation, and problem resolution
- Handled and counted cash, processed card transactions, and checks, while managing till

Honors & Awards:

Dean's List, Husson University (2023-Present)

Athletics & Clubs:

Local Humane Society Foster Homes in both Texas and Maine (06/2016- Present)