

# Peter B. Miller

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## SUMMARY

Detail-oriented accounting student with a strong foundation in financial reporting, Excel, and data analysis. Known for accuracy, organization, and strong attention to detail when working with financial information.

## EDUCATION

### Bachelor of Science, Accounting

Utah Valley University, Orem, UT

Anticipated Graduation, May 2027

- GPA: 3.75

## PROJECT EXPERIENCE

### Financial Statement Project

August 2025 – December 2025

Financial Accounting Course

- Developed a complete financial statement package for a simulated organization, using accounting data to assess financial health and communicate key insights
- Calculated 12+ financial ratios including current ratio, gross margin, return on assets, and debt-to-equity to assess financial performance
- Prepared a 10-page report and presentation summarizing findings and recommending strategies to improve operating margin

## EXPERIENCE

### Tax Intern

January 2026 – Present

Accounting Made Easy, Salt Lake City, UT

- Prepared and reviewed financial records for 8+ small business clients, ensuring transactions were accurately categorized and recorded in QuickBooks
- Assisted with monthly bank and credit card reconciliations, identifying discrepancies and resolving errors to maintain accurate financial statements
- Organized and analyzed client financial data in Excel, using formulas and pivot tables to summarize expenses and revenue trends
- Supported senior accountants during tax preparation by compiling client documentation, verifying income and expense records, and preparing preliminary schedules

### Owner

May 2024 – August 2025

Pete's Window Washing, Orem, UT

- Managed all financial aspects of the business, including invoicing, expense tracking, and basic bookkeeping using Excel and QuickBooks
- Prepared monthly revenue and expense reports to monitor profitability and inform pricing decisions
- Implemented cost-tracking methods that reduced supply expenses by 15%

### Crew Member

April 2023 – February 2025

Tasty Bites Fast Food, Provo, UT

- Managed cash and digital transactions, reconciling registers and balancing daily sales at the end of each shift
- Tracked inventory and supply usage to support accurate cost monitoring and timely restocking
- Maintained organized records of inventory and supply usage to support cost tracking and ordering