

Joseph R. Smith

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EDUCATION

Governors State University, University Park, IL, Expected May 2024

Bachelor of Arts in Business Administration Degree

Concentration in Accounting; GPA: 3.50/4.00; Dean's List

ACCOUNTING COURSEWORK

Intermediate Accounting I, II, III

Auditing Concepts and Standards

Accounting Information Systems

Advanced Accounting

Cost Accounting I, II

Tax Accounting I

Business Law

Economics I, II

Finance

ACCOUNTING PROJECTS

Governors State University, University Park, IL

Business Policy, Team Member, Fall 2023

- Managed an organization through a case study with four other team members.
- Executed the decisions for the corporate finances and three business units, including price per unit, marketing, human resources, and quality improvements.
- Developed an annual report for the organization that would run for six years.

Auditing Concepts and Standards, Team Leader, Summer 2023

- Performed a case study audit on a company filing for bankruptcy to minimize loss.
- Researched and analyzed the annual company reports to understand problem areas.
- Analyzed outcomes and presented solutions through sales forecasts and projections.

EXPERIENCE

Circle Park District, January 2020-Present

Assistant Soccer Supervisor/Maintenance

- Sustained the physical environment in six different parks (over 60 acres) through landscape maintenance, athletic field care, and playground preservation.
- Managed soccer program of 100 children, between the ages of 6 and 10 to increase physical and social skills.
- Developed management policies for customer satisfaction and safety regulations.

ABC Foods Company, Chicago, IL, May 2017-December 2019

Merchandiser

- Maintained product through inventory control process to minimize profit loss.
- Organized all shipping and receiving orders to maintain fresh produce.
- Constructed strategic product displays for optimum product marketing

COMPUTER SKILLS

Turbo Tax, QuickBooks, Access, Excel, Word, PowerPoint

ACTIVITIES

Secretary, Accounting & Finance Club

Member, Institute of Management Accountants