

## **Joseph R. Smith**

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708-123-4567

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### **EDUCATION**

**Governors State University**, University Park, IL, Expected May 2014

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 2013

- 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 2013

- 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 2010-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 2007-December 2009

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