

[Accounting- Limited Experience]

Joseph R. Smith

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EDUCATION

Governors State University, University Park, IL, Expected April 2009

Bachelor of Business Administration Degree

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

ACCOUNTING COURSEWORK

Intermediate Accounting I, II, III

Advanced Accounting

Business Law

Auditing Concepts and Standards

Cost Accounting I, II

Economics I, II

Accounting Information Systems

Tax Accounting I

Finance

ACCOUNTING PROJECTS

Governors State University, University Park, IL 60466

Business Policy, Team Member, Winter 2008

- Managed an organization through a case study with four other team members.
- Made 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, Fall 2007

- 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

ABC Foods Company, Chicago, IL, January 2005-Present

Merchandiser

- Maintain product through inventory control process to minimize profit loss.
- Organize all shipping and receiving orders to maintain fresh produce.
- Serve department store clients through product display for optimum marketing strategies.

Circle Park District, May 1999-August 2005

Assistant Maintenance Director/Assistant Soccer Supervisor

- 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.

COMPUTER SKILLS

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

ACTIVITIES

Secretary: Accounting & Finance Club, Member: Institute of Management Accountants