[Sample: *Accounting – New Graduate*]

# 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 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

**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