John Smith

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Linkedin URL

(123) 456-7899

**SUMMARY:** To acquire a ten-week cooperative work experience in an administrative support role that will allow me to use my technical, organizational and communication skills.

**EDUCATION: Rochester Institute of Technology, Rochester, NY**

National Technical Institute for the Deaf

A ssociate’s degree, Expected May 2022

Major: Accounting Technology

GPA: 3.0 **(only if its 3.0 and above)**

**SKILLS:** Microsoft Office; Word, Excel, PowerPoint, Access and Publisher. MS Outlook, QuickBooks and selected computerized general ledger applications

**COURSEWORK:** Accounting I, Administrative Support Technology Seminar, Advanced Document Production, Applied Ethics, Essential Document Production, Integrated Document Production, Orientation to Business, Personal Finance, Fundamentals of Database Applications, Management, Marketing, and Spreadsheet Applications. Essential of Human Resources Management

**WORK  
EXPERIENCE:** Summer 2021

**Office Assistant**

Hyatt Legal Services, Buffalo, NY

* Maintained records of accounts receivable
* Processed incoming and outgoing mail
* Verified invoices from clients
* Processed checks for accounts payable and expenses

September 2020 – June 2021

**Accounting Clerk**

Marriott Food Services, Buffalo, NY

* Processed incoming and outgoing mail
* Performed bookkeeping duties including all areas of accounting
* Processed checks to vendors (Accounts Payable)
* Verified invoices from clients

**ACTIVITIES/**

**HONORS:** NTID/RIT Dean’s List: Fall 2020 and Spring 2021

Rockefeller Scholarship Recipient: Spring 2021 Kappa Theta Alpha, Member: Spring 2019 to present