John Smith

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Linkedin URL

(123) 456-7899

**SUMMARY:** To acquire a ten-week cooperative work experience in an Administrative Assistant 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 of Applied Science, May 2022

Major: Business Administration

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

**RELEVANT**

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

**COURSEWORK:** Personal Finance, Accounting I, II, Intro to Web Development, Fundementals of Spreadsheet Applications, Orientation to Business, Fundamentals of Management, Essential of Business Communication, Fundamentals of Database Applications, Applied Ethics, Essential of Human Resources Management, Fundementals of Marketing, Business Law, Introduction to Organizational Behavior, Leadership Essentials

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**WORK  
EXPERIENCE:** May 2021 – August 2021

**Adminstrative Intern**

Rochester City School District, Rochester,, NY

* Processed incoming and outgoing mail
* Performed bookkeeping duties including all areas of accounting
* Processed checks to vendors (Accounts Payable)
* Verified invoices from clients
* Collected, filed and organized office documents, such as reports and confidential records

Summer 2020

**Office Assistant**

Hyatt Legal Services, Buffalo, NY

* Maintained records of accounts receivable
* Monitored office inventory and ordering supplies
* Processed checks for accounts payable and expenses
* Processed incoming and outgoing mail

**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