

**John R. Smith**  
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**College Address**  
260 Colony Manor Drive  
Rochester, NY 14623

**Home Address**  
123 Wickshire Lane  
Buffalo, NY 13432

**OBJECTIVE:** To obtain 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  
National Technical Institute for the Deaf, Rochester, NY  
Associate's degree, expected May 2021  
Area of Study: Administrative Support Technology

**TECHNICAL SKILLS:** Microsoft Office; Word, Excel, PowerPoint, Access and Publisher. MS Outlook, Adobe Acrobat and Adobe InDesign

**RELEVANT COURSEWORK:**

Accounting I	Administrative Support Technology Seminar
Advanced Document Production	Applied Ethics
Essential Document Production	Essentials of Human Resource Management
Integrated Document Production	Orientation to Business
Personal Finance	
Fundamentals of Graphic Applications, Database Applications, Desktop Publishing, Management, Marketing, and Spreadsheet Applications	

**EXPERIENCE:**

**Office Assistant** Summer 2019  
Hyatt Legal Services, Buffalo NY

- Maintained customer records in Access and Excel
- Prepared business letters, memos and other correspondence using MS Word
- Verified invoices from clients and entered data
- Processed incoming and outgoing mail

**Accounting Clerk** September 2017 – June 2018  
Marriott Food Services, Buffalo, NY

- Processed incoming and outgoing mail
- Performed general bookkeeping duties
- Processed checks to vendors (Accounts Payable)
- Verified invoices from clients

**ACTIVITIES/HONORS:** NTID/RIT Dean's List: Fall 2018 and Spring 2019  
Rockefeller Scholarship Recipient: Spring 2019  
Kappa Theta Alpha, Member: Spring 2019 to present