

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 the field of accounting technology 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, anticipated May 2021
Area of Study: Accounting Technology

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

RELEVANT COURSEWORK:

Accounting I, I, and III	Accounting Capstone
Advanced Document Production	Applied Ethics
Essential Document Production	Integrated Document Production
Introduction to Economics	Orientation to Business
Personal Finance	
Fundamentals of Database Applications, Management, Marketing, and Spreadsheet Applications	

EXPERIENCE:

Office Assistant Summer 2019
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

Accounting Clerk September 2018 – June 2019
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 2018 and Spring 2019
Rockefeller Scholarship Recipient: Spring 2019
Kappa Theta Alpha, Member: Spring 2019 to present