**Mary Smith**

New Paltz, NY | 614-555-1234 | smithm@newpaltz.edu

**EDUCATION**

**Bachelor of Science in Accounting** Expected May 2024

State University of New York at New Paltz (AACSB Accredited)

GPA: 3.5 | Dean’s List all semesters

Relevant Coursework: Advanced Accounting, Cost Accounting, Strategic Management, Intermediate Accounting 1 & 2, Auditing

***Working towards CPA licensure 120/150 credits***

**Study Abroad** Spring 2022

Universidad Autónoma de Guadalajara, Mexico

**EXPERIENCE**

**Assistant Manager** January 2023- August 2024

**Nike Outlet** – Rochester, NY

* Sold sportswear products in a high-traffic retail environment
* Created employee incentive program, resulting in 25% increase in first-year retention
* Designed research project for community business association on brand management

**Accounting Intern**  Spring 2024

**Santiago Restaurant Corporation** – Rochester, NY

* Assisted the corporate office with database updates, financial records, and preparing spreadsheets of daily activity

**Assistant Manager** May 2022 – August 2023

**Sterling Golf Stores** – Kingston, NY

* Administered daily operations, including opening the store, handling finances, maintaining the facility and providing excellent customer service
* Controlled store finances, including cash flow and daily cash register audits

**SKILLS & AFFILIATIONS**

***Computer:*** Microsoft Office, Google Workspace, R Studio, SPSS, Quickbooks

***Language:*** Fluent in Spanish and English; intermediate proficiency in Mandarin

National Association for Black Accountants Vice President for Programming 2023-Present

American Accounting Association 2023-Present

Beta Gamma Sigma Inducted 2023