**Mary Smith**

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

**EDUCATION**

**Bachelor of Science in Finance** Expected May 2025

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

GPA 3.5 | Dean’s List 7 of 8 semesters

**Relevant Coursework:** Managerial Accounting, Financial Management and Policy, Investment Analysis and Portfolio Management, Risk Management and Derivatives

**Corporate Communication and Executive Leadership Micro-Credentials** December 2024

State University of New York at New Paltz

**RELATED EXPERIENCE**

**Financial Analyst Intern** August 2023 – May 2024

**Nike Outlet** – Woodbury, NY

* Collaborated with the CFO on key presentations and strategic special projects, contributing to high-level decision-making.
* Performed comprehensive reconciliation of General Ledger accounts and internal allocations, ensuring accuracy and compliance during the month-end closing process.
* Managed SAP data entry processes and developed detailed financial reports for executive leadership, facilitating informed business decisions.
* Played an integral role in the 2023 forecasting and budgeting process, providing insights and analysis to guide financial planning.

**Administrative Intern**   Spring 2023

**Santiago Restaurant Corporation** – Spring Valley, NY

* Supported corporate operations by updating databases, managing financial records, and creating comprehensive spreadsheets to track daily activities.

**Assistant Manager**  May 2022 – August 2022

**Sterling Golf Stores** – Kingston, NY

* Managed daily store operations, including opening procedures, financial transactions, maintenance support, and delivering top-notch customer service.

**PROJECTS**

**Marketing Consultant class project** Fall 2023

**New Paltz Sports Center** – New Paltz, NY

* Created a fresh, impactful logo for the store and crafted a comprehensive business plan to drive marketing efforts.
* Represented The Sports Center at a regional marketing conference, showcasing the brand and expanding its presence.
* Played a key role in launching The Sports Center’s inaugural website, enhancing its digital footprint.
* Recruited, trained, and led a creative team, including visual merchandising managers and store designers, to elevate the brand's visual identity.

**SKILLS AND AFFILIATIONS**

Computer: Microsoft Office, Google Workspace, Python, R, R Studio

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

American Finance Association (AFA) 2023 – Present

Accounting and Finance Association Vice President 2022 – Present

Omicron Delta Kappa (ODK) National Leadership Society Inducted 2022